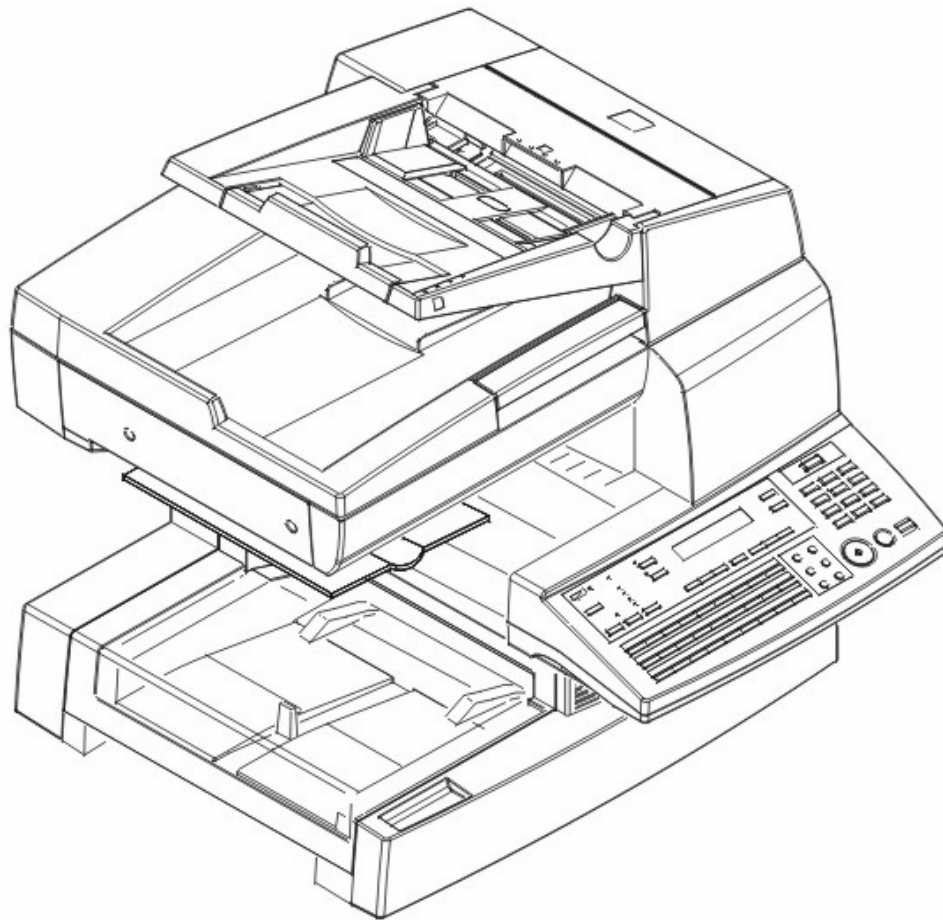# LANIER

**Operator Guide**

# 5415MFD

**Multi-Function Digital Copier**

When ordering supplies or requesting service for your copier, you will need to provide the model and serial number of your machine.

Please take a moment to enter your model and serial numbers here.

MODEL NUMBER: _____

SERIAL NUMBER: _____

To order supplies, call:  (_____)_____

To request service, call:  (_____)_____



Customer Vision® -
Our commitment to your
complete satisfaction



As an Energy Star Partner, Lanier Worldwide, Inc. has determined that this product meets the Energy Star guidelines for energy efficiency.

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## *Enhanced Programming*

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# *About the Machine*

# *Chapter Overview*

This chapter provides information on:

# *Power ON & OFF*

Keep the ""Power Switch"" in the (ON) position to maintain constant communication. If it is in the (OFF) position, the machine is able neither to receive a document nor store the contents of the document in its memory. Communication is also interrupted if the "Power Switch" is pressed to the (OFF) position during communication.

## *Turning the Power ON*

Press the "Power Switch" to the (ON) position.

When the machine is turned ON, the message "*PLEASE WAIT!*" is displayed in the Message Display. After approximately 25 seconds, the message in the Message Display changes and the unit is ready for operation.
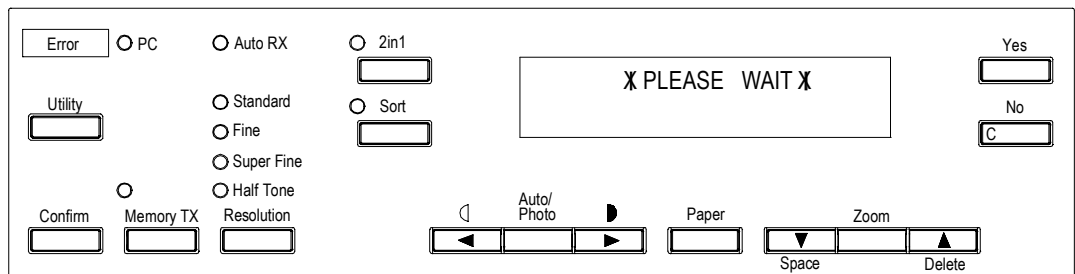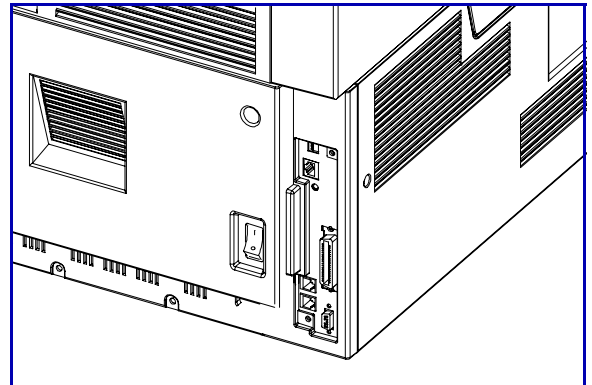




The Resolution indicator lights when the message display changes.
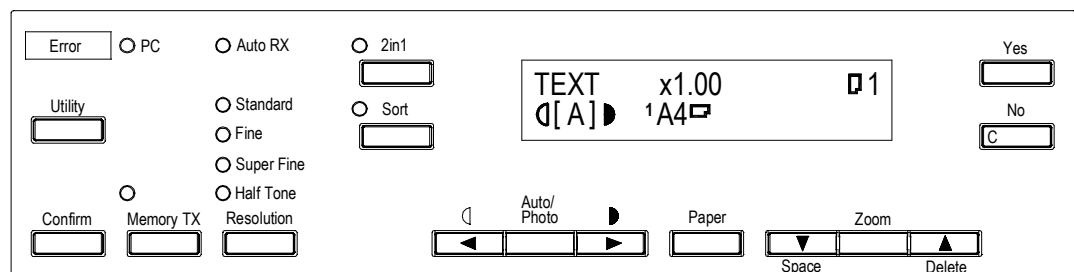
## *Turning the Power OFF*

1 Check that the memory volume display on the Message Display shows 100%.

If the percentage shown is less than 100%, it means there are documents stored in memory which have not been transmitted. In this case, perform the following steps to retain these documents.

**When the memory contains a document to be transmitted:**

Output the Memory Image Print, and retransmit at another time.

**When the memory contains a document received:**

Let the machine print the document received according to the specific procedure as follows.

- Printing the Document Received by Memory RX mode.
- Printing the Mailbox Document.

2 Turn the "Power Switch" to "ϒ" (OFF) position.

# *Control Panel*

## *Keys on the Control Panel*
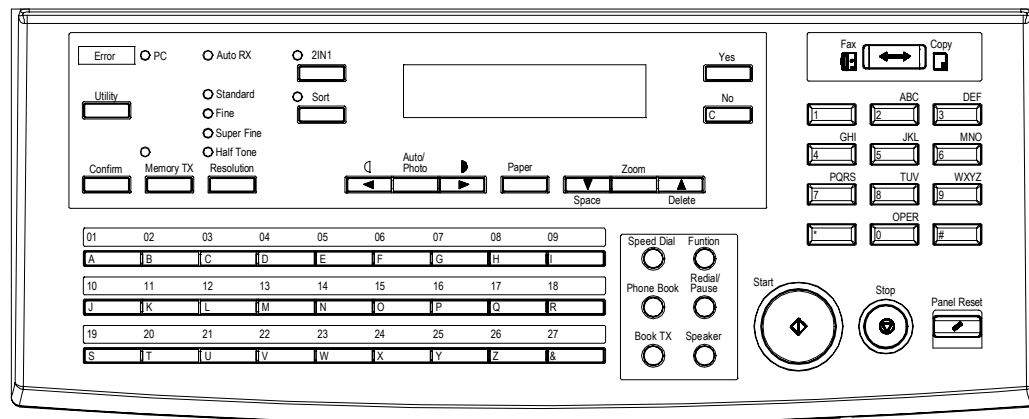


| Item | Key | Functions |
|------|-----|-----------|
| 1 | Start key | Start copying<br>Start transmission or Reception<br>Others depend on LCD message. |
| 2 | Stop key | Cancel copying<br>Cancel transmission or reception |
| 3 | Panel Reset key | Return to the initial setting:<br>＜copy screen ＞<br>Number of Copies: 1<br>Zoom ratio: Equal<br>Copy Function: Initial setting by user<br>Density: Initial setting by user<br>Copy screen: Initial setting by user<br>Paper source: Initial setting by user |
| 4 | Keypad | Input the number of copies.<br>Input zoom ratio.<br>When setting custom size for bypass copy, input paper size.<br>Input Fax number<br>Input numbers in registration of name<br>Input speed dial number<br>Specify Fax function or Program item |
| 5 | Θ key | Send tone signal<br>Input European font in registration of name. |
| 6 | # key | External/Internal function |
| 7 | Yes key | Fix the selected item and inputted number or character.<br>Others: Depend on LCD message. |

| 8 | No/Clear key | Clear inputted number or character.<br>Back to the previous display.<br>Others: Depend on LCD message. |
|---|---|---|
| 9 | Copy/Fax Switching key | Switch to Fax screen from copy screen.<br>Switch to Copy screen from Fax screen. |
| 10 | Zoom key | Enter setting zoom ratio with Keypad<br>Select the fixed zoom ratio |
| 11 | Paper key | Select paper source |
| 12 | Auto/Photo key | Switch 3 density modes: Text-auto density / Photo-manual density / Text-manual density |
| 13 | Up Arrow key | When setting the zoom ratio, increase the ratio by 0.01.<br>Display items or contents by rotation.<br>When inputting numbers or characters, delete a character at the cursor. |
| 14 | Down Arrow key | When setting the zoom ratio, decrease the ratio by 0.01.<br>Display items or contents by rotation.<br>When inputting number or character, insert a space at the cursor. |
| 15 | Right Arrow key | When adjusting the manual density, change the density into darker level.<br>When inputting number or character, move the cursor to the right.<br>When selecting item, move the mark to the right. |
| 16 | Left Arrow key | When adjusting the manual density, change the density to a lighter level.<br>When inputting numbers or characters, move the cursor to the left.<br>When selecting an item, move the mark to the left. |
| 17 | 2 in1 key | Operate 2 in 1 copy |
| 18 | Sort key | Operate Sort copy<br>When ADF is not installed, this key is not effective. |
| 19 | Resolution key | Select the resolution and the image mode for transmission. |
| 20 | Memory TX key | Switch memory TX/ADF TX. |
| 21 | Program key | Set machine status, initial setting for copy, Fax operations and register dials. |
| 22 | Report key | Display communication result<br>Display machine counter<br>Print report |

| 23 | One-touch keys | One-touch dial 01 – 27<br>Group dial 01 – 27<br>Program dial 24 – 27<br>Input character and symbol in registration of name.<br>Input +/- in registration dial number. |
|----|----|----|
| 24 | Speed Dial key | Call Speed dial function |
| 25 | Phone Book key | Retrieval and call registered number. |
| 26 | Book TX key | Call Book TX function. |
| 27 | Function key | Call Fax communication function. |
| 28 | Redial/Pause key | Call the previously dialed number.<br>When inputting the dial number, insert pause at the cursor. |
| 29 | Speaker key | Off hook for manual TX/RX |

## Key Pad

The Keypad can be used to enter numerals and European symbols when registering names for Initial User Data, One Touch Dial and Speed Dial.

For details on entering names, follow the procedure for each registration method.

## One Touch Keys

The "One Touch" keys have the following two functions:

- One Touch Dial function
- Input Characters

**One Touch Dial Function**

Press the key to dial the registered destination and start transmitting the document.

| 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 |
|----|----|----|----|----|----|----|----|----|
| A | B | C | D | E | F | G | H | I |

| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
|----|----|----|----|----|----|----|----|----|
| J | K | L | M | N | O | P | Q | R |

| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
|----|----|----|----|----|----|----|----|----|
| S | T | U | V | W | X | Y | Z | & |

**Input Characters**

| One Touch Key | Char. | One Touch Key | Char. | One Touch Key | Char. | One Touch Key | Char. |
|---|---|---|---|---|---|---|---|
| 1 | A | 8 | H | 15 | O | 22 | V |
| 2 | B | 9 | I | 16 | P | 23 | W |
| 3 | C | 10 | J | 17 | Q | 24 | X |
| 4 | D | 11 | K | 18 | R | 25 | Y |
| 5 | E | 12 | L | 19 | S | 26 | Z |
| 6 | F | 13 | M | 20 | T | 27 (see below) | symbols |
| 7 | G | 14 | N | 21 | U | | |

## One Touch Key 27 (&)

Press the "One Touch" key 27 as many times to display the desired symbols.

| N | Symbol | N | Symbol | N | Symbol | N | Symbol |
|---|---|---|---|---|---|---|---|
| 1 | & | 7 | ) | 13 | = | 19 | ; |
| 2 | # | 8 | ð | 14 | < | 20 | @ |
| 3 | * | 9 | . | 15 | > | 21 | % |
| 4 | - | 10 | , | 16 | ? | 22 | [ |
| 5 | / | 11 | ! | 17 | $ | 23 | ] |
| 6 | ( | 12 | + | 18 | : | 24 | ¢ |

When the desired symbol appear, press the "Arrow" key to input this symbol.

# *European Symbols*

Press the Θ key as many times to display the European symbols

| N | Symbol | N | Symbol | N | Symbol |
|---|--------|----|--------|----|--------|
| 1 | Ä | 9 | é | 17 | ç |
| 2 | ä | 10 | í | 18 | Æ |
| 3 | Ö | 11 | ó | 19 | Ñ |
| 4 | ö | 12 | ú | 20 | ¿ |
| 5 | Ü | 13 | Å | 21 | Ø |
| 6 | ü | 14 | î | 22 | ? |
| 7 | á | 15 | à | 23 | ß |
| 8 | É | 16 | ? | | |

When the desired symbol appear, press the "Arrow" key to input this symbol.

# LED's on the Control Panel
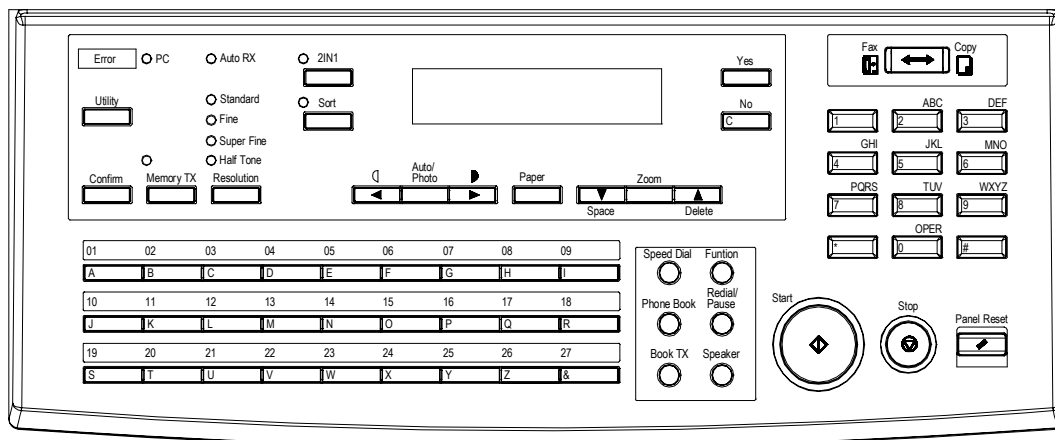


| LED | | Functions |
|---|---|---|
| A | Ready | Copy screen: Lights green when the copy can be start or the scan is available. Lights orange when the copy cannot be started or the scan is not available.<br>Fax screen: Lights green when the transmission or reception operation is available. Lights orange when the transmission reservation is not available. |
| B | Copy | Lights in Copy screen. |
| C | Fax | Lights in Fax screen. |
| D | 2in1 copy | Lights when 2 in1 Copy screen is selected. |
| E | Sort copy | Lights when Sort Copy screen is selected.<br>When ADF is not installed, LED is always off. |
| F | Standard | Lights when the document for transmission is scanned at standard resolution. |
| G | Fine | Lights when the document for transmission is scanned at fine resolution. |
| H | Super Fine | Lights when the document for transmission is scanned at super fine resolution. |
| I | Half Tone | Lights when the document for transmission is scanned in half tone mode. |
| J | Memory TX | Lights when memory TX is selected. |
| K | Auto RX | Lights when auto RX is selected. |
| L | PC | Blinks when the machine receives data from PC and prints PC data. |

| M | Error | Lights when any error occurs. |
| --- | --- | --- |

# *Message Display*

When the ""Power Switch"" is turned to the ON position, the Message Display lights up.

## *Initial Screen*

### *Copy Screen*

When the machine completes warming up, the initial screen appears on the Message Display. This initial screen serves as the basis for all later operations.

It includes:

- Copy Screen
- Zoom Ratio
- Copy Quantity
- Density Level
- Paper Source
- Paper Size
- Message Area

### *Fax Screen*

You can press the Copy/Fax key switch to the Fax screen.

The fax screen includes:

- Date
- Time
- Memory Available
- Message

### Paper Source

| Paper Source | Pictorial Symbol |
|---|---|
| Paper tray (Tray 1) | 1 |
| Paper Feed Unit (Tray 2) | 2 |
| Manual Bypass tray | ▲ |

### Paper Size

| Paper source | Paper type | Metric | | Inch | |
|---|---|---|---|---|---|
| | | Paper | Displays | Paper | Displays |
| Tray 1 | Plane paper | A4 | A4⊡ | Letter | LT⊡ |
| | | A5 | A5⊡ | Legal | LG⊡ |
| | | | | Half letter | HL⊡ |
| Manual Bypass tray | Plane paper | A4 | A4⊡ | Letter | LT⊡ |
| | | A5 | A5⊡ | Legal | LG⊡ |
| | | B5 | B5⊡ | Half letter | HL⊡ |
| | | B6 | B6⊡ | Free size | [⊡] |
| | | Free size | [⊡] | | |
| | OHP | A4 | A4⊡OHP | Letter | LT⊡OHP |
| | Card | A4 | A4⊡CARD | Letter | LT⊡CARD |
| | | A5 | A5⊡CARD | Legal | LG⊡CARD |
| | | B5 | B5⊡CARD | Half letter | HL⊡CARD |
| | | B6 | B6⊡CARD | Free size | [⊡]CARD |
| | | Free size | [⊡]CARD | | |
| Tray 2 | Plane paper | A4 | A4⊡ | Letter | LT⊡ |

### *Message area* (In Copy screen)

|  | Message | Description |
|---|---|---|
| Copy function | 0% ~ 100% | Memory remaining volume. This message appears when the machine scans the original for the Sort copy |
|  | **A4 ◊A5**<br>**LG ◊LT** | Zoom ratio (examples) |
|  | :EMPTY | Chosen paper tray has no paper |
| Fax functions | Fax: ( | The machine respond for reception |
|  | Fax: ⊋❒ | The machine calls the transmission |
|  | Fax: ❒❒ | The machine is sending the fax data |
|  | Fax: ❒❒ | The machine is receiving the fax data |
|  | Fax Err | Errors which concern fax function. If this message appears, see the detailed information on fax screen |
| Other functions | WARM UP | The machine is warming up |
|  | REPORT | The machine is printing the report |
|  | PC:PRN | The machine is printing the data received from PC |
|  | PC Err | No paper for PC printing |

Note:  For more details about the message appear on the copy screen, switch to FAX screen.
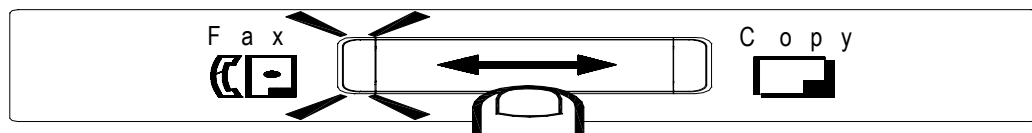
## *Selecting Screen´s Function*

Here we explain the different components on the LCD display, and show you the ways to scroll the menus and select the desired setting.
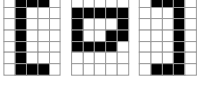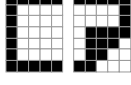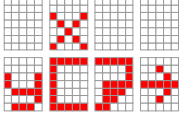
Example: Press "Program" key, the display shows the message "MACHINE SETTING".
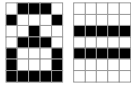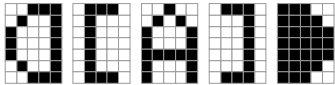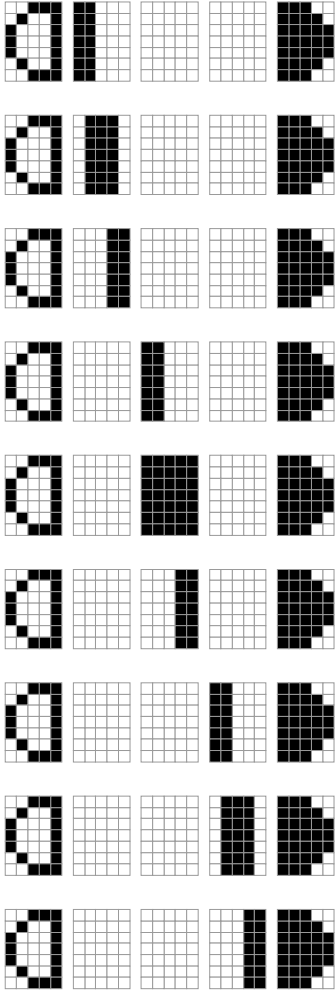
1 Using the "Arrow" keys to scroll through the function selection.

- For example: Press the "Arrow" key scroll to the "COPY SETTING".

2 Press the "Yes" key to access this item.

- Press "Yes" key, the message in the display appears as "1 AUOT RESET"---a sub-item of "MACHINE SETTING".

3 Using the Keypad to select an item.

- For example: Press '3' to select the third function of the "MACHINE SETTING"

### *Another Screen´s Selection*
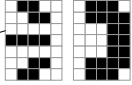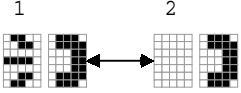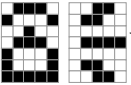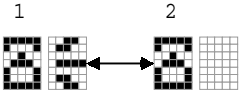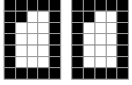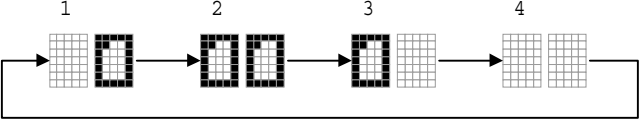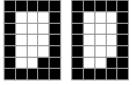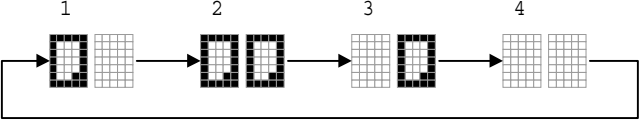
Select the choice by the "Arrow" keys and then press "Yes" key.

## *Meaning of the Symbol*

| Symbol | Contents |
|---|---|
|  | The number of copies |
|  | **Direction of copy paper**. (Landscape) **Direction of the original document for machine**. (Landscape) |
|  | Paper Tray (Tray 1) When the Paper Tray is selected |
|  | Paper Feed Unit (Tray 2) When the Paper Feed Unit is selected |
|  | Manual Bypass tray When the Manual Bypass Tray is selected |
|  | Custom size for bypass copy When the size of copy paper for the Manual Bypass Tray is custom size (when size was set with the Key-pad) |
|  | Input custom size for bypass copy While inputting the custom size with the numeric The X and Y direction of copy paper is expressed. |

| | |
|---|---|
| | **Input Fax number**<br>When inputting a dial number for Fax communication, dial registration, or user Fax number |
| | **Number of scanning pages**<br>Memory TX: during scanning and when the scanning and TX are completed<br><br>ADF TX, Manual TX during TX<br><br>When TX is completed |
| | **Auto density**<br>When the Auto Density is selected |
| | **Manual density**<br>When the manual density is selected.<br><br>The farther left the line is placed, the lighter the density becomes. The farther right the line is placed, the darker the density becomes. |

| | |
|---|---|
| Blink | **Off hook in Dialing state** (Transmission) <br><br> 1        2 |
| Blink | **Receive calling in Dialing state** (Reception) <br><br> 1        2 |
| Blink in turn | **Transmitting** (Transmission) <br><br> 1    2    3    4 |
| Blink in turn | **Receiving** (Reception) <br><br> 1    2    3    4 |
| | Timer TX in memory <br> When Timer TX or Batch TX reservation is in Machine memory. |
| | Polling TX in memory <br> When Polling TX is in Machine memory. |
| | SUB address <br> When the "Arrow" key is pressed in inputting Fax number. |
| | External/Internal <br> When "#" key is pressed first when inputting Fax number. |

| | |
|---|---|
| | **Tone** <br> When * key is pressed first when inputting Fax number. |
| | **Pause** <br> When Pause key is pressed in inputting Fax number, "P" is inputted in the place of cursor. |
| | **Combination dial**, User Fax number <br> Press One-touch 27(Symbol) key an even number of times while inputting the Fax number, ' + ' is inputted in the place of cursor. |
| | **Dial registration**, User Fax number <br> When One-touch 27 (Symbol) key is pressed an odd number of times when inputting Fax number, '-' is input in place of the cursor. |
| | **Cursor: Left** <br> Move cursor to left. |
| | **Cursor: Right** <br> Move cursor to right |
| | **Cursor: Up** <br> Scroll the menu or job display. |
| | **Cursor: Down** <br> Scroll the menu or job display. <br> Sub-Address / Selective Polling |

## *Adjusting Brightness of Message Display*

The brightness of the Message Display can be adjusted to suit your needs.

1 Press the "Program" key, the first message is "MACHINE SETTING".

2 Press "5" of keypad. Then the following message appears briefly, to confirm your selection.

3 Using the "Arrow" keys, adjust the brightness of the display.

- Press the "Arrow" key to make the display lighter.
- Press the "Arrow" key to make the display darker.

4 Press "Yes" key to validate the brightness setting.

5 Press the "No/Clear" key to leave the "MACHINE SETTING".

# *Initial User Data*

Before making the first communication after your machine has been installed, you must make the following settings for communication setting and Initial User Data:

1 Line type setting:Tone/Pulse

2 Initial User Data:Date & Time, User Fax No., User Name

The data recorded through these operations is printed as the header in a document transmitted and footer in a document received (Header Print and Footer Print functions). The data is also used for timer communications, reports, and password communications.

## *Setting Line Type (TONE/PULSE)*

1 Check that the initial screen is shown.

2 Press the "Program" key 6 times to enter the "COMM. SETTING".

3 Press "1" of the keypad it will show "1 TONE/PULSE" on the display briefly.

4 Using the "Arrow" keys, select either TONE or PULSE according to the telephone system connection to your fax.

5 Check the settings you have made. If they are correct, press the "Yes" key to validate the settings, and the display of "Comm. Setting" appears again.

If Pulse is selected:
- Using the "Arrow" keys to select 10 pps or 20 pps.
- If you don't want to change this setting, press the "No/Clear" key.
- Then press the "Yes" key to stop the setting, the message "COMMU. SETTING" appears again.

6 Press the "No/Clear" key return to the initial screen.

## *Setting the Initial User Data*

1   Check that the initial screen is shown.

2   Press the "Program" key 8 times to enter the "INITIAL USER DATA" mode.

## *Setting Date & Time*

1   Press "1" of the Keypad to show "1 DATE & TIME" on the display.

2   Set the current time with the Keypad.
    If a wrong time has been entered, press the "Arrow" key, the cursor position moves back one position. Enter the correct time again.

3   In the same way, enter the current year, month and date.
    For example: 2000/10/6

4   Check the settings you have made. If they are correct, press the "Yes" key to validate the date and time. (Pressing the "Yes" key to start the built-in clock)

## *Setting Your Fax Number (User Fax Number)*

1   Press "2" of the Keypad to show "2 USER FAX NO." on the display.

2   Using the Keypad, enter your fax number.

   • Up to 20 numbers can be entered for a fax number.
     For example: 03-5423-7801
   • If a wrong number has been entered, press the "Arrow" key. The cursor position moves back one position. Enter the correct number again.

3   Check your setting and press "Yes" key if it is correct.
    This validates the setting of your fax number.

4   Before validating the User Fax No. setting, you may press the "No/Clear" key to make a correction. The message display returns to the previous display to enter the fax number.

## *Setting Your Name (User Name)*

1   Press "3" of the Keypad, it will show "3 USER NAME" on the display.

2   Using the "One Touch" keys and some function keys, enter your name. A name can consist of up to 32 characters and symbols. Selecting Characters and Symbols using the following matrix, enter the characters of your name by pressing the corresponding "One Touch" keys and some functions keys.

---

### Inputting Characters:

| I want.... | | Use which key? |
|---|---|---|
| Input characters | Letters (ABCDEFGHIJ........XYZ) | "One Touch" keys 1-26 |
| | Symbols (**&#\*-/()".,!**...............) | "One Touch" key 27 |
| | European symbols (**Ä ä Õ õ Û û.**) | \*key |
| | Numeral (1234567890) | Keypad |
| | ＜Pause＞ | Redial/Pause key |
| | ＜Space＞ | "Down Arrow" key |
| Edit operation | Delete | "Up Arrow" key |
| | Move cursor to left | "Left Arrow" key |
| | Move cursor to right | "Right Arrow" key |
| | Accept the selection | "Yes" key |
| | Clear input data | "No/Clear" key |

3 For example: LANIER
If the wrong letter has been entered, press the "No/Clear" key. Enter the correct name again.

4 Check your data entry and press the "Yes" key to accept the name setting.

5 Press the "No/Clear" key to back the initial screen.

## *Connecting the Telephone Line*

**Arrangement:**
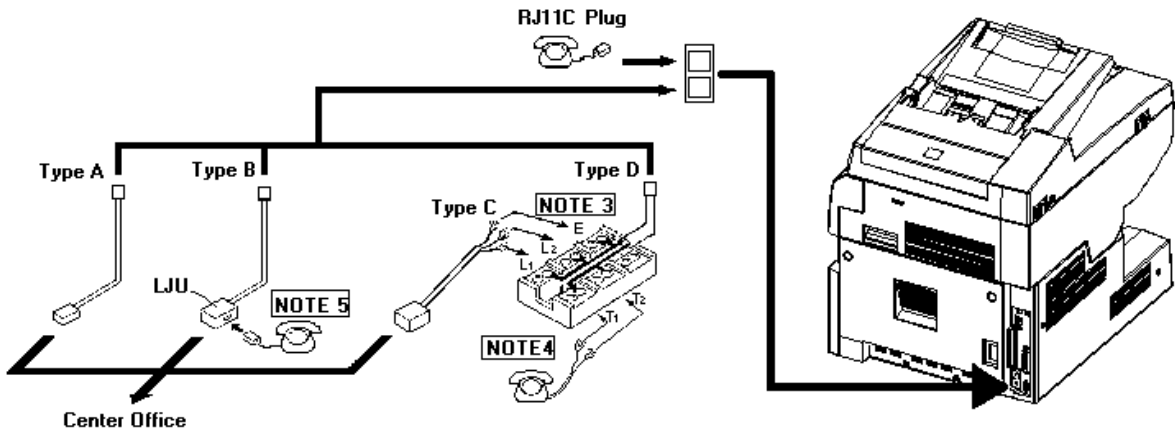


1  Connect the plug of the cord to the telephone jack of the telephone line.
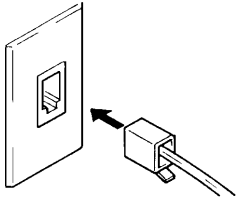
2  Connect the other plug of the cord to the line connection on the backside of the machine.

3  Connect the currently used telephone cord to the TEL connection on the backside of the machine.

4  Connection is completed.
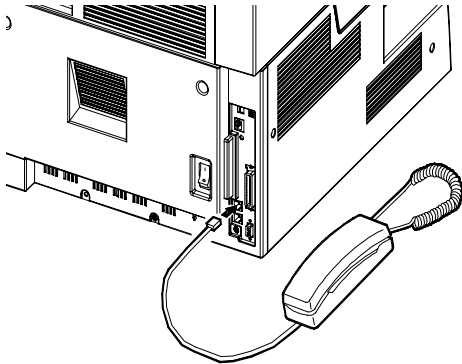
## *Connecting to a Private Branch Exchange (PBX)*

When dialing an outside number via a PBX, it may take some time to be connected to the outside line after dialing out.

In such a case, if you enter the numbers consecutively, a connection may not be achieved after dialing (Dial Error).

To avoid such an error, enter a pause command at the beginning of the telephone number after entering the number for accessing the outside line.

By entering a pause, you can avoid the dial error caused by the PBX system.

The number you dial to access the outside line differs for different PBX systems.

## *How to Operate*

1 Enter the access number used by your PBX.

2 Press the "Redial/Pause key after '0' wait about 2.5 seconds to connect to the PSTN line.

3 Use the Keypad to input the number you want to dial.

- If you have entered the wrong number, press the "Arrow" key.
- The cursor position moves back one position.
- Enter the correct number again.

4 Press "Start" key to perform the transmitting.

# *Setting Line Type (PSTN/PBX)*

1 Press "Program" key 6 times.

2 Press "3" of the Keypad.

3 Use the "Arrow" keys to select either PSTN or PBX and press "Yes" key.

- If you select PBX, you should enter the prefix number
- Prefix can be up to 4 digit length. Then press "Yes" key.

4 When you are in the PBX mode, pressing the "#" key causes the machine to dial the programmed access number(s). If you are dialing within a PBX then the "@" symbol is displayed.

| Phone Line | Telephone Number | LCD Display/Dialing | Access Line |
|---|---|---|---|
| PBX mode, prefix = 0 | 123 | @123 | PBX |
| PBX mode, prefix = 0 | #123 | 0-123 | PBX-PSTN |

*Notes:*

# *Making Copies*

# *Chapter Overview*

This chapter provides information on:

# *Making Copies*

## *Copying Documents - Basics*

Generally, full size copies are reproduced at a zoom ratio of 100%.

To make a copy, set the document (step 2), specify the number of copies to be generated (step 8), and press the "Start" key (step 9).

> Note: The default paper tray, zoom ratio and auto exposure settings are automatically selected in the Initial state.

1 Be sure the "Copy/Fax" key" is set for Copy.

- The Copy Indicator should be ON.
- If not, press the Copy / Fax key to switch.

2 Set the original document by two alternative ways.

- Open the cover and set the document face down onto the glass.
- Set the document face up into the Automatic Document Feeder.

3 Select the paper tray using the "Paper" key.

4 Select the zoom ratio.

- For preset zoom ratio using the "Zoom" key.
- For custom zoom ratios, use the up and down arrows to increase or decrease the ratio in 1 percent increments.

5 Select the copy density.

- Press the Exposure Control keys to specify the desired level of density. For example, to lighten a copy, press the "Left Arrow" key to the lighter density.
- Press the Auto/Photo Exposure Mode key to specify the desired level of density.

6 Select the 2 in1 function.

7 Select the Sort function.

8 Use the Keypad to specify the number of copies or groups of documents to be copied.

- Up to 100 copies can be specified.
- Press the "No/Clear" key to clear this entry.

9 Press the "Start" key.

- Press the "Stop" key to stop the operation if necessary.

# *Setting the Original Document*

## *Using the Automatic Document Feeder (ADF)*

The Automatic Document Feeder feeds originals placed into the Document Feed Tray. Please follow the instructions provided when using this device. Failure to follow these instructions may cause a misfeed or other complications.

**Originals should meet these specifications:**
- Type of Paper: Plain paper (50-110 g/m2)
- Paper Size: A4-A5, Legal L - Half Letter L

**Originals that are not compatible with the Automatic Document Feeder:**
- Typing paper, paraffin paper and other thin paper types
- Thick paper
- Sizes that are larger than Legal L or smaller than Half Letter L
- OHP transparencies, tracing paper or other transparent paper types
- Wrinkled, folded, curled or tome originals
- Originals that are stapled or are attached with paper clips
- Carbon paper or paper with coated surfaces
- To produce copies from an original document described above, place it on the Original Glass.

1 Adjust the Document Guide Plates to the size of the document.

2 Set the document so that the side that you wish to copy is facing up.

## *Using the Exposure Glass*

### *For General Documents (plain or thick paper).*

1 Open the cover.

2 Set the document onto the original glass with the side that you wish to copy facing down.

3 Align the rear left corner of the original document with the scale marker.

4 Gently close the cover.

### *For Transparent Documents (OHP transparencies)*

1 Open the cover.

2 Set the document onto the original glass with the side that you wish to copy facing down.

3 Align the rear left corner of the original document with the scale marker.

4 Place a blank sheet of paper of the same or bigger size as the original on top of the original.

5 Gently close the cover.

# *Selecting Paper Tray*

Paper trays are selected using the "Paper" key. You can select Paper Tray (Tray 1), the Paper Feed Unit (Tray 2) and the Manual Bypass Tray depending on the configuration of your copy application. Each tray you select will display on the message display.

## *Using the Manual Bypass Tray*

Use this tray to copy documents onto paper that is not otherwise loaded into the machine or to copy onto OHP transparencies or special paper types.

**Types of Paper**
- Paper and media supported by the Manual Bypass Tray
- Regular paper: 16-24lb (60-90 g/m2)
- Thick paper: 24-60lb (90-163 g/m2)
- OHP transparencies and post cards

**Paper Size**
- Maximum: 8.5" x 14" (216mm x 356mm)
- Minimum: 3.38" x 5.82" (86 mm x 148mm)

### *Loading Standard Size Paper*

When setting documents using plain or thick paper types.

1 Set the original document, using the ADF or the Exposure Glass.

2 Adjust the Document Guide Plates to the original document. Insert the original paper face up into the tray until it stops.

3 Select the Manual Bypass Tray by pressing the "Paper" key.

4 Press the "Yes" key to accept the standard paper size used for Manual Bypass Tray.
The display shows the Manual Bypass Tray with the standard paper size.

5 Press the "Start" key to perform the copying.

### *Loading Non-Standard Size Paper*

1 Set the original document, using the ADF or the Exposure Glass.

2 Adjust the Document Guide Plates to the original document. Insert the original paper face up into the tray until it stops.

3 Select the Manual Bypass Tray by pressing the "Paper" key.

4    Press the "No/Clear" key to select the non-standard paper size

5    Use the left or "Right Arrow" keys to select the desired paper type you wanted

- PLAIN: Regular paper
- OHP:Transparencies(A4/Letter)
- CARD: Thick paper.

6    Press the "Yes" key to accept the selection.

7    Use the left or "Right Arrow" keys to select the paper size (standard) you want.

- LT: Letter
- LG: Legal
- HL: Half Legal

8    Press "Yes" key to accept the selection.

## Free Size or Custom Paper Size

1    Set the original document, using the ADF or the Exposure Glass.

2    Adjust the Document Guide Plates to the original document. Insert the original paper face up into the tray until it stops.

3    Select the Manual Bypass Tray by pressing the "Paper" key.

4    Press the "No/Clear" key to select the non-standard paper size

5    Use the left or "Right Arrow" keys to select the desired paper type you wanted

- PLANE: Regular paper
- OHP:Transparencies (Letter)
- CARD: Thick paper.

6    Press the "Yes" key to accept the selection.

7    Press the "Down Arrow" key to select Free Size.

8    Press "Yes" key to accept the selection.

9    Using the keypad, enter the width "x" direction length of the paper.

10    Press the "Yes" key to accept the value entered.

11    Using the keypad, enter the length "y" direction length of the paper.

12 Press the "Yes" key to accept the selection.

13 Press the "Start" key to begin copying.

## *Specifying the Number of Copies*

1 Enter the number of copies desired using the Keypad.

- The maximum copy quantity is 99.
- The copier automatically sets 1 copy as the default setting.

2 If you want to change the quantity entered, press the "Reset" key, then enter your new quantity.

# *Enlargement and Reduction Ratios*

## *Using Preset Copy Ratios*

You can select from the following preset zoom ratio by pressing the "Zoom" key.

100%

129% : 5.5" x 8.5" to 8.5" x 11" (HL to LT)

154%: 5.5" x 8.5" to 8.5" x 14" (HL to LG)

64%: 8.5" x 11" to 5.5" x 8.5" (LT to HL)

78%: 8.5" x 14" to 8.5" x 11"  (LG to LT)

To reset the ratio to 100%, press the "Reset" key.

## *Using Custom Zoom Copy Ratios*

Adjust the zoom ratio in 1% increments by pressing the Up and "Down Arrow" keys. The zoom range is from 50% to 200%.

1 Press the "Down Arrow" key to decrease the Zoom ratio by 1%.

2 Press the "Up Arrow" key to increase the Zoom ratio by 1%.

3 To reset the ratio to 100%, press the "Reset" key.

## *Using the Keypad to Set Ratios*

1 Press the "Zoom" key until (X) is shown in the display.

2 Using the Keypad, enter the desired ratio.

3 To reset the ratio to 100%, press the "Reset" key.

# *Selecting Copy Darkness Modes*

## *Using Automatic Image Density*

Press the "Auto/Photo" key to select the Text Mode with Auto Density.

## *Using Manual Image Density*

You can adjust the copy density from 9 levels.

1 Press the "Auto/Photo" key to select the desired copy mode.
There are three modes you can select. The selected copy mode is displayed in the message display.

- "Text Mode" with auto density
- "Photo Mode" with manual density
- "Text Mode" with manual density

2 Press the Left or "Right Arrow" key to adjust the desired level.

- The "Left Arrow" key darkens the copy
- The "Right Arrow" key lightens the copy

# *2 in 1 Function*

The 2 in1 function copies two images onto one side of one sheet of paper.

Note: Initial setting value can be changed in 2 in 1 priority of Program function. Refer to "Setting 2in1 MODE" on page 7-9.

## *Using the ADF*

1 Turn the 2 in1 function ON by pressing the 2 in 1 key

- The 2 in1 indicator lights up
- Copy ratio automatically changes to 67%

2 Place the original documents in the ADF.

3 Press the "Start" key to perform the 2 in1 copy.

## *Using the Exposure Glass*

1 Turn the 2 in 1 function ON by pressing the 2 in 1 key

- The 2 in 1 indicator lights up
- Copy ratio automatically changes to 67%

2 Align the rear left corner of the first page original document with the scale marker

3 Press the "Start" key to copy this document.

4 Remove the first document and place the second page on the Exposure Glass, aligning it with the scale markers.

5 Press the "Start" key to copy this document.

6 The 2 in 1 page is then printed.

7 For more pages, repeat the procedure from step 2 to 4.

Note: If you have a document with odd pages, after copying the last page, you must copy another page to print the last 2 in 1 page.

# *Sort Function*

When using the Sort function, multiple copies are copied in sets and in sequential order.
.

>   Note:  Installation of the Automatic Document Feeder and expansion memory is required for this function.

Sort mode and Non-Sort mode can be switched by pressing the"Sort" key. When Sort mode is selected the Sort indicator lights up. The default setting is Sort mode. This setting is effective untill the Panel Reset is performed.

1   Place the original document in the ADF.

2   Turn ON Sort function by pressing the "Sort" key

  • The Sort indicator lights up.

3   Press the "Start" key.

  • Copies are assembled as sets in sequential order.

# *Basic Fax Operations*

# *Chapter Overview*

This chapter includes:

# *Transmitting a Document*

You can transmit documents in several different ways. This chapter explain how to transmit a document directly from the Automatic Document Feeder (ADF).

## *Basic Steps*

1. Select the resolution (transmission image quality).

   - Set the resolution for the transmission

2. Load the document.

   - Ensure that the document is suitable for transmission
   - Place the document in the feeder

3. Dial the desired fax number.

   - Use the Keypad to dial the number. (Manual Dialing)
   - Use the One Touch Dial function
   - Use the Speed Dial function
   - Use the Combination Dial function
   - Use the Phone Book (List) function
   - Use the Phone Book (Search) function

   When the number is dialed, the machine starts scanning and transmitting the document.

## *Direct Communication and Memory Communication*

A document can be transmitted or received through either direct or memory communication.

### *Features of Direct Communication*

You can transmit long documents without concern about memory capacity. With memory communication, transmission or reception of a document is not available when there is not enough memory for the document.

### *Features of Memory Communication*

Since the machine scans the contents of all pages of a document at high speed before starting a transmission, you can bring that document back to your desk quickly. The machine also allows you to make the necessary settings for the transmission of another document even while transmitting or receiving the current document.

### *Memory Substitute Reception Function:*

The machine automatically switches from printing or direct reception to memory reception if the machine runs out of paper or misfeeds, ensuring reception of important documents. The document received is printed as soon as paper is loaded or the misfeed is cleared.

## *Resolution*

### *Overview of the Resolution*

Select the resolution for the transmission based on the characteristics of the document to be transmitted so that the receiver gets a highly legible document. There are 3 levels of resolution to choose from. They can also be set to Half-Tone mode.

**Standard**

Use this selection for transmitting a standard document containing characters of a common size, either handwritten or word-processed. Standard resolution results in the fastest transmission times.

Standard
Fine
Super Fine
Half Tone

**Fine**

Fine offers better resolution than Standard. Fine is suitable for newspapers and similar documents which have small type or detailed illustrations, or when there is a willingness to trade speed for higher image quality.

Standard
Fine
Super Fine
Half Tone

**Super-Fine**

Super-Fine offers better resolution than fine. Super fine is suitable for smaller type and very detailed illustrations. Super-Fine takes longer to transmit.

Note:  The better resolution you select, the longer the transmission time you have.

Standard
Fine
Super Fine
Half Tone

**Half-Tone Mode**

Suitable for documents with half-tone photo illustrations and for colored documents. The Half-Tone setting is not mutually exclusive of Standard or Fine resolutions. Resolution can be set in addition to Half-Tone.

**Standard with Half-Tone Mode**

Standard resolution adds the Half-Tone mode.

| | |
|---|---|
| ⊹ | Standard |
| ● | Fine |
| ● | Super Fine |
| ⊹ | Half Tone |

**Fine with Half-Tone Mode**

Fine resolution adds the Half-Tone mode.

| | |
|---|---|
| ● | Standard |
| ⊹ | Fine |
| ● | Super Fine |
| ⊹ | Half Tone |

**Super-Fine with Half-Tone**

Super-fine resolution adds the half-tone mode.

> Note: Half-Tone mode significantly increases the transmission time.

| | |
|---|---|
| ● | Standard |
| ● | Fine |
| ⊹ | Super Fine |
| ⊹ | Half Tone |
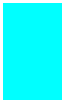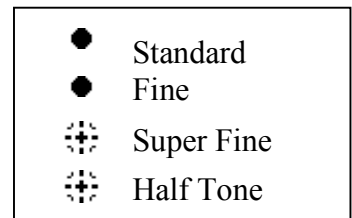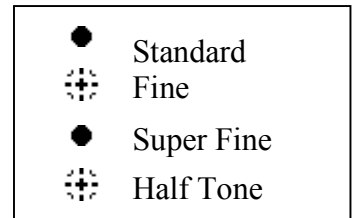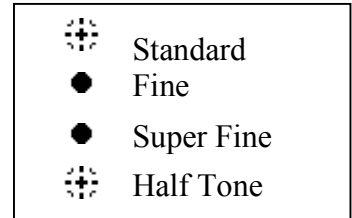
### *Selecting Resolution*

1  Check that the message display is in Fax screen.

   If not, press the "Copy/Fax" key to switch.
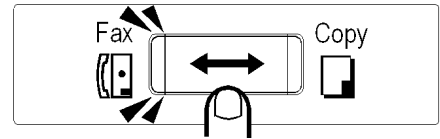
2  Press the Resolution key to select the desired resolution.
   Each time the key is pressed, a new resolution is selected.

   |   |            |
   |---|------------|
   | ● | Standard   |
   | ● | Fine       |
   | ⊞ | Super Fine |
   | ● | Half Tone  |
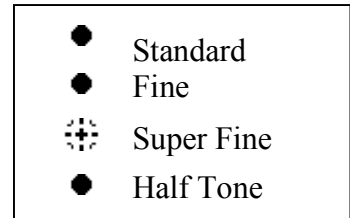
3  When the document has been transmitted, the initial
   setting of Standard is automatically reset to the default
   resolution. For example: Standard resolution

   The Program function allows selection of another
   resolution type as the default resolution.

   |   |            |
   |---|------------|
   | ⊞ | Standard   |
   | ● | Fine       |
   | ● | Super Fine |
   | ● | Half Tone  |
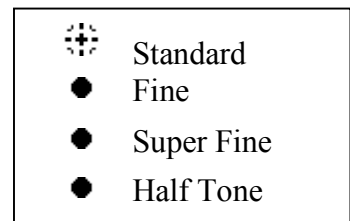
## *Loading the Document*

### *Documents Suitable for Transmission*

| Type | | Sheet (1-sided only) |
|---|---|---|
| Size | Standard | ♦ A4<br>♦ Letter<br>♦ Legal<br>♦ Government Legal |

| | Non-standard | Width | 5.8" x 8.5" (148~216 mm) |
|---|---|---|---|
| | | Length | 3.9" x 39.3" (100~1000 mm) |
| Effective scanning area | | | The machine will not transmit information contained in the margins of 2 mm along the four sides of the document.<br><br>When preparing a document, allow a blank margin of this width along the four sides. |
| weight | | | 14 - 28 lb (50~110g/m$^2$) |
| Loaded pages | | | Up to 50 sheets |

Note: For any of the following types of documents, make a copy prior to transmission or use a Carrier Sheet for transmission.

- Width or length smaller than the minimum permissible dimensions. Minimum permissible dimensions: Width 5.8", Length 3.9"
- A lightweight page weighing 14 lb (50 g/m$^{2)}$) or less.
- A creased, torn, wrinkled, or curled page.
- OHP transparencies.
- A page with a stamp on it, or a page with adhesive tape affixed to it.
- Paper with a coated surface.
- Heat- or pressure-sensitive paper.
- Glossy paper.

If your document is very important, confidential or for an emergency, it is recommended that you make a phone call to tell the other party that you are sending the document.

### *Loading the Document*

This machine scans the data on the front side of the document. This means that you should place the document face up in the ADF.

You can transmit the document with the date printed at the top of the document by the Header function. To use the Header function properly, load the document top edge down. When sending a multi-page document, the machine scans from the top down. A document placed in the feeder such as page 1, page 2,.... page X will be sent in the same order. Document ejecting style is straight-ahead ejection. The same rule applies when placing your document for the copy or scanner function.

1  Check that the message display is in Fax screen.
   If not, press the "Copy/Fax" key to select Fax.

2  Adjust the Document Guide Plates to fit the size of the document.

3  Place the document face up and turn the top edge of the document into feeder.

   (Slide the document along the Document Feeding Tray into the feeder until it stops.)

   > Note: Do not mix pages of assorted sizes together, as a paper misfeed or skewing could result.

   For multi-page documents, be sure to remove staples, paper clips, tape etc. Transmitting documents without removing these items can cause misfeeds or damage to machine.

   If multi-page documents are misfeed or piggybacked (two or more sheets are stuck and fed together), set the documents with each page shifted and parted slightly from the lower page as if the forefront of them form a wedge viewed from the side.

4  The Message Display now prompts you to enter the fax number.

### *Dialing the Number (Transmitting the Document)*

**Using the Keypad (Manual Dialing)**

Using the Keypad to dial is the most basic method. Load your document, enter the fax number of the destination with the Keypad, and press the "Start" key.

1  Check that the message display is shown Fax screen. If not, press the "Copy/Fax" key.

2  Place the document face up and put it on the Document Feeding Tray, and side it into feeder until it stops.

3  From the Keypad, enter the fax number of the other party.

   • Up to 30 characters can be entered for a fax number.
   • If you want to correct the entered number, press the "No/Clear" key.

4   If you want access to a PC that is connected to the destination LAN network, input the Sub-Address.

- To input "Sub Address," press the "Down Arrow" key once.
- The display shows ":", meaning that the input of "Sub Address" is ready.
- If you have entered a wrong number, press the "Left Arrow" key. This brings the cursor back one position, then enter the correct number.

5   Press the "Start" key.

- The machine automatically dials the number and starts feeding the document.
- If you want to stop transmitting the document, press the "Stop" key, and then the "Yes" key.

## *When a PBX is Being Used*

When dialing a number to an outside line via a PBX, it may take some time to be connected. You can insert a Pause.

When the transmission is completed, a buzzer sounds and the message "TX COMPLETE" is shown for two seconds, indicating that the document has been successfully transmitted to the other party.

To obtain detailed results of a transmission, print the Activity Report. Refer to "Activity Report" on page 9-15.

### If the Line is Busy

If the line of the receiving party is busy, the Auto Redial function is automatically activated and the machine repeats dialing the number.

### If the Transmission Fails

If the transmission fails, a buzzer sounds intermittently for two seconds and the Error Indicator lights up.

(The error code: OODA may be different than yours)

The machine automatically prints a TX / RX Result Report.

Press the "Stop" key.

The document is fed out and the Error Indicator will go out, note the reason for failure on the TX/RX Result Report and retry transmission or check the fax number is correct.

## *Using the One Touch Dial Function*

One Touch Dial function allows you to transmit a document to a particular party by pressing one of the "One-Touch" keys which has previously been programmed with that party's information.

To use this function, you must previously program each "One-Touch" key with a fax number and other data.

For more detailed register procedures, refer to "Dial Registration" on page 6-6.

1 Check that the message display is shown Fax screen. If not press the "Copy/Fax" key to display the fax screen.

2 Place the document into the Document Feeding Tray.

3 Press the "One-Touch" key in which the desired number has been programmed.

- The machine now dials the fax number and feeds the document.
- If you want to stop the transmission, press the "Stop" key.
- Then, press the "Yes" key, the transmission is canceled.

4 When the transmission is completed, a buzzer sounds and the message "TX COMPLETE" is shown for two seconds, indicating the document has been successfully transmitted to the other party.

- Then, the initial screen is displayed.
- To obtain detailed results of the transmission, print the Activity Report."Activity Report" on page 9-15.

## Using the Speed Dial Function

Speed Dial allows you to transmit a document to a particular party by just entering a 2-digit number assigned to that party. To use this function, you must first program each Speed dial number (2-digits) with fax number and other data.

Up to 100 different numbers can be registered for Speed Dial.(Speed dial numbers: 00 to 99).

1 Check that the Fax screen is shown. If not press the "Copy/Fax" key to display the fax screen.

2 Place the document into the Document Feeding Tray.

3 Press the "Speed Dial" key, and the display appears the prompt.

4 Using the Keypad, enter the Speed dial Number to which you are going to transmit a document.

5 Then, press the "Start" key.

6 The machine now starts dialing the fax number and starts feeding the document.
 If you want to stop the transmission, press the "Stop" key and then the "Yes" key.

7 When transmission is completed, a buzzer sounds and the message "TX COMPLETE" is shown for 2 secomds, indicating that the document has been successfully transmitted to the other party.

- Then, the initial screen reappears

- To obtain detailed results of a transmission, print the TX Result Report.

## *Combination Dial Function*

When a dial registered as a Combination Dial is used, you can enter the dial number following the Combination Dial.

**Setting a Combination dial:**

To register One Touch Dial No. or Speed Dial No. as a Combination Dial, enter the '+' symbol (One Touch Dial key 27[&]) after One Touch Dial number or Speed Dial number.

1 Press "Program" key 3 times.

2 Press '2' of Keypad, then the message "2 SPEED DIAL" appears briefly.

3 Input the Speed Dial No.

4 Input the Fax number by pressing the Keypad.

5 Press the One Touch Dial key 27(&) after the Fax number, the display would shows the '+' symbol.

6 Press "Yes" key.
   The display shows a message to confirm the Speed Dial is programmed as shown.

7 Press the "Reset" key to go back to the initial state.

**Using the Combination Dial**

1 Place the document into the Document Feeding Tray.

2 Check that the Fax screen is shown. If not, press the "Copy/Fax" key to switch.

3 Press "Speed Dial" key. Enter the NO. which registered as a Combination dial.

- The display shows the number programmed in Speed Dial, followed by the symbol '+', indicating that it is a Combination Dial.

4 Enter the other numbers using the dialing as shown:

- Dial No. (Keypad) + "Start" key
- One Touch Dial (which has not yet been registered as a Combination Dial)
- Speed Dial and Keypad

For example: Use the Keypad to input the other numbers(67890) to complete this combination dial. (The symbol '+' will disappear automatically)

Then press the "Start" key to perform the transmission.

   Note:  The following applies to Combination Dial.

- When a One Touch Dial or "Speed Dial" key is used after a Combination Dial,

the slower communication speed is applied.

- Batch processing is not available when Group Dial, Program Dial, Timer Transmission or Communication Function is registered by using One Touch Dial or Speed Dial as a Combination Dial.

- For any registered Dial No., when it is changed or deleted, it will delete from the registration of Transmission (Calling) Stand-by job and "Program" key.

- An error occurs and transmission becomes impossible when combined numbers are registered to the Combination Dial or when the total number of digits in a fax number exceeds 30.

- If you use the combination dial, inputting SUB or SUB registers in One-touch dial or Speed Dial will not be valid.

## Using the Phone Book Function

### Overview of Phone Book function

Phone Book is a list of locations you have programmed for One Touch Dial and Speed Dial.

This function offers you a directory list for locating a destination by yourself or by machine (Search) for transmission of a document to that party.

To use the Phone Book, you must first program the fax numbers and other data for the destinations to which you will transmit a document by One Touch Dial or Speed Dial.

Up to 27 different numbers can be registered for One Touch Dial and up to 100 for Speed Dial.

### Phone Book (List)

1 Place the document into the Document Feeding Tray.

2 Check that the Fax screen is shown. If not press the "Copy/Fax" key to display the fax screen.

3 Press the "Phone Book" key.

- Make sure that "LIST" is selected
- Then press the "Yes" key.

4 Press the "Up" or "Down" key to search.for the party to whom you are going to transmit a document.

5 Once the desired destination is displayed press the "Start" key.

- The machine starts dialing the fax number
- Then it feeds the document.
- Press the "Stop" key if you want to stop the transmission.

6 When the transmission is completed, a buzzer sounds and the message "TX COMPLETE" is shown for two seconds, indicating that the document has been successfully transmitted to the other party.

- Then, the initial screen is displayed.
- If you want to know the result of the transmission, check it either by using the Confirm function or by printing the Activity Report.

ACTIVITY REPORT

| NO. | SESSION | DATE | TIME | TX/ RX | DESTINATION STATION | PAGE | DURATION | MODE | RESULT |
|---|---|---|---|---|---|---|---|---|---|
| 01 | 0014 | SEP.17 | 09:30 | TX---- | OSAKA 03 345 0987 | 1 | 00 H 01'25" | ECM | OK |
| | | TOTAL | | TX | ----------------- | 1 | 00 H 01'25" | ------ | ----------- |
| | | | | RX | ----------------- | 0 | 00 H 01'25" | ------ | ----------- |

**Phone Book (Search)**

1 Check that the Fax screen is shown. If not press the "Copy/Fax" key to display the fax screen.

2 Place the document into the Document Feeding Tray.

3 Press the "Phone Book" key.

4 Press the "Left" or "Right Arrow" keys to select "SEARCH", then, press the "Yes" key.

5 Using the "One-Touch" keys and Keypad, enter the name or beginning portion of the name of the party for witch you want to search.

**Selecting Characters**

Enter the characters of the name or beginning of the name by pressing the corresponding "One-Touch" key. Do the same for the destination you wish to locate.

6 Press the "Yes" key. The machine now searches for the exact name or possible names beginning with the letters entered. Here you can find two destinations searched.

7 Press the "Up" or "Down Arrow" keys to locate the party to whom you are going to transmit a document. Each press of the arrow key shows the next party name on the Message Display

8 Once the correct destination is dis"Stop" keyplayed, press the "Start" key.

- The machine dials the fax number, then feeds the document.
- Press the "Stop" key if you want to stop the transmission.
- When the transmission is completed, a buzzer sounds and the message "TX

COMPLETE" is shown for two seconds, indicating that the document has been successfully transmitted to the other party.

If you want to know the result of the transmission, check it either by using the Confirm function or by printing the Activity Report.
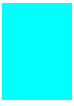
# *Receiving a Document*

A document can be received several ways. This section explains how to receive a document and directly print it on your fax machine without using the memory function. For the procedure using the memory function (memory reception), see "Printing the Document of Received by Memory RX mode".

Before receiving a document, the following functions must be set.

### Reception Mode

This determines the mode in which your machine should be set to receive a document from the other party.

### Print Mode

This determines the zoom ratio at which the document received from the other party is to be printed through your machine printer.

## *Printing Mode (Reduction RX)*

Your machine may be in either one of the following three modes when printing a document received from the other party. Select the appropriate mode according to your needs.

| Reduction RX | Description |
|---|---|
| ON | The machine will reduce the documents as needed to fit on the loaded paper. |
| OFF | The machine will not reduce the document and instead will print the remainder on a second page if the image size exceeds the length of the paper. |
| CUT | The machine will automatically cut off the remainder of the document if it is less than 18mm. If the remainder exceeds 18mm, it will be printed on a second page. |

### *Selecting the Printing Mode*

1 Press the "Program" key 5 times into the " RX OPERATION" mode.

2 Press "4" of the Keypad to show "4 REDUCTION RX" on the Message Display.

3 Using the Arrow keys, select the desired printing mode.

- Select ON, this selects the Reduction Priority mode.
- Select OFF, this selects the Full Size Priority mode.
- Selects CUT, this selects the Cut mode.

4   Once the desired selection is made, press the "Yes" key to validate it.

5   Press the "No" key to exit from the "RX OPERATION" mode. The initial screen is displayed.

## Selecting the Reception Mode (Setting RX Mode)

Your machine may be in either one of the following two modes when receiving a document from the other party. Select the appropriate mode according as how you are going to receive the document.

### Fax mode (Auto RX mode)

Select this mode when you use your machine mainly as a fax machine. When a document comes in, your machine rings several times before starting an automatic reception. The number of rings can be set as required. "Setting No. of RINGS" on page 7-14.

### TEL mode (Manual RX mode)

Select this mode when you use your machine mainly as a telephone. To receive a fax document, pick up the Handset, if you hear a fax tone, press the "Start" key and hang-up to receive it manually. Note in this mode you cannot receive a document automatically.

### Selecting the Reception Mode

1   Press the "Program" key 5 times into the "RX OPERATION".

2   Press "7" of the Keypad to show "7 RX Mode" on the Message Display.

3   Select the Arrow keys to select "AUTO RX " or "MANUAL RX".

4   Then press the "Yes" key.

5   The machine is now ready to receive based on the mode selected through the above steps.

## *Operation at Reception*

### *Receiving a Document in the Fax Mode (Auto RX mode)*

1 When using a telephone, the telephone also rings indicating that a fax call is coming in.

2 The machine communication starts after the preset number of rings is detected.
The number of rings before the machine answers is programmable.

3 When all pages of the document are received, a buzzer sounds, notifying that the communication has been completed.

### *Receiving a Document in the Tel Mode (Manual RX mode)*

1 When using a telephone unit, the telephone also rings indicating that a fax call is coming in.

2 You pick up the telephone.
This stops the machine ringing.

3 If you hear a fax signal, press the "Start" key for reception, then you can hang up the telephone.

4 The document is received and printing out.
When all pages of the document are received, a buzzer sounds, notifying that the communication has been completed.

# *Using Fax as a Telephone Set*

This machine can be used as a telephone set, in addition to a fax machine.

## *Making a Telephone Call*

1 Check that the display is shown as the Fax screen.
If not, press the "Copy/Fax" key to switch.

2 Using the keypad on the telephone unit or the Keypad on the FAX, enter the telephone number of the receiving party.

3 The telephone unit now operates as a normal telephone.

4 Once the voice call is completed, hang up the telephone.

## *Receiving a Telephone Call*

1 When using as a telephone, the telephone rings indicating that a call is coming in. Pick up the telephone. Now you can talk to the calling party over the phone.

> Note: When you pick up the telephone with the machine in the Tel mode and find that the call received is a fax communication press the "Start" key.

2 Once a voice call has been completed, hang up the telephone.

# *Notes:*
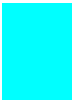
# *Advanced Fax Operation*

# *Chapter Overview*

This chapter includes:

# *Transmitting a Document Using Memory TX*

Memory TX lets the machine scan the contents of the document to be transmitted at high speed into its built-in memory and transmit it to the other party. (The procedure in which you directly transmit the document without using memory is called "Direct Transmission")

1  Check that the message display is shown Fax screen.
   If not, press the Copy/Fax key to dsiplay the fax screen.

2  Press the Memory TX key.

   • If Memory TX indicator lights up,Memory TX function is selected, otherwise the Direct Transmission is selected.
   • This function is used to set the TX mode of the machine, two options are available.

| Choices Available | Description |
|---|---|
| Memory TX | When set in this mode, documents are scanned into memory for transmission and dialing starts after the first page is scanned (Quick TX). |
| ADF TX (Direct Transmission) | When set in this mode, documents are scanned for transmission after connection has been made to the receiving unit. (When the available memory is insufficient, please select ADF TX for a successful transmission) If line is not available, the message "LINE IS BUSY" is displayed. Redial attempts and intervals that were preset will be done. |

   Note: In Memory Transmission Mode, you can retrieve your original document sooner than you can do in ADF TX (Direct Transmission) Mode.

3  Make the necessary settings other than Memory TX, load the document, and then dial the other party.

   Note: If the memory becomes full while scanning a fax, the message "MEM.FULL/TX CANCEL is displayed in the Fax mode. If you are in the Copy mode, a "Fax:Err" is displayed.

   If you would like to transmit the portion of the document stored in memory, press the "Start" key to perform transmission. The machine transmits the portion of the document which is stored in memory.

   If you want to delete the portion of the document, which was stored in memory, press the "Yes" key to select CANCEL. This deletes the contents of the document.

   If you fail to make a choice within 1 minute after the MEM.FULL/TX CANCEL is displayed, the contents of the document are automatically deleted.

   Note: When transmitting a document using Direct TX mode, and the line is busy,

REDIAL WAITING is displayed. The unit will wait for the time interval to redial, you can press "Stop" key to cancel the transmission, but your machine would not print out an error report. In Direct transmission mode, if the redials all fail, your machine would not print out an error report.

# Redial the Same Destination (Redial TX)

Redial TX would display the destination that the machine has previously dialed, but not connected to. The following two sub-features are available.

- Auto Redial
- Manual Redial

## Auto Redial

If the line is busy, the machine temporarily stops dialing. Several seconds later, it dials the number again. This redialing sequence is repeated several times.

## Manual Redial

The last dialed is redial by pressing the Redial/Pause key.

- Auto Redial has been factory-set, you do not need to set it.
- Redial interval time and the number of redials depend on the country in which the machine is used. Consult with your Lanier Service Technician for more details.

**Example: Using the Manual Redial**

1 Place the document into the Document Feed Tray.

2 Press the Redial/Pause key, and the message "TX=START" is displayed.

3 If the destination is correctt, press the "Start" key to start transmission.

- The machine starts to feed the documents, and redialing this fax number.
- When the line is connected the machine starts the transmission.

4 If you want to stop the transmission, press the "Stop" key, and then the "Yes" key.

- After you canceled a transmission, the "TX RESULT REPORT' is printed.

5 When the transmission is complete, the display shows "TX COMPLETE.

Note: Redialing is not possible if the last transmission was a Broadcast or Group Transmission to multiple destinations.

# *Verifying Audible Signal Before TX*

This function is available when a telephone is connected to the fax. Manual Communication allows you to verify that the line is connected with the audible signals heard from the speaker of telephone.

This feature enables you to hear that the line has been properly connected.

> Note: Manual transmission cannot be used in combination with Memory TX, Broadcast TX, or other enhanced utilities.

## *Manual Transmission*

1 Place the document into the Document Feeding Tray.

2 Pick up the telephone, you will hear a dial tone from the speaker of the telephone. The display shows "*TALKING*".

3 Dial the fax number. When the line is connected, the dial tone changes to a calling tone.

4 When you hear a fax answer tone, press the "Start" key. The fax then starts feeding the document for transmission.

5 If you want to stop the transmission, press the "Stop" key.

6 Then press the "Yes" key.

- After you canceled a transmission, the "TX RESULT REPORT' is printed.

7 When the transmission is complete, the message "TX COMPLETE" is displayed briefly.

> Note: If the line of the other party is busy, hang up the handset to cancel the Manual Transmission mode.

## *Manual Reception*

1 When using a telephone, the telephone also rings indicating that a call has been received.

2 Pick up the telephone. Make sure that you hear a fax answer tone from the speaker of the telephone.

3 Press the "Start" key. Then, hang up the handset.

- The machine starts the reception and prints the received documents.
- To stop the reception, press the "Stop" key and then the "Yes" key.
  > Note: Before you can start receiving a transmission you must ensure that the Document Feeding Tray is empty.

# *Transmitting Special Document (BOOK TX)*

When the documents you want to transmit can not use the ADF, for example: a magazine. Then the transmission must be performed by Book Transmission.

It is possible to use with combination each function of the Broadcast, Timer Transmission (expect Timer Polling Reception), Mailbox Transmission, Polling and Relay Broadcast instruction.

1   Press the Book TX key.

2   Input the remote destination number, or select the FUNCTION.
    For example: One Touch key 01.

3   Here we use the Keypad to input the destination fax number.

4   Press the "Yes" key.

5   The display prompts you with a message. It allows you to select original document size or start to scan the original documents right now

6   If you want to change the original document size press the "No/Clear" key.

7   Press the "Left" or "Right Arrow" keys to select the desired paper size.

8   Then press the "Yes" key to accept the selection, and the display will show the selected paper size.

9   Place the book on the Exposure Glass.

10  Press the "Yes" key start to scan the first page of the book.

11  After scanning the first page is complete:

    - If you have other pages to be scanning change the book page and press the "Yes" key.
    - If you want to change the original document size press the "No" key.
    - Do this procedure until all pages you want to transmit are scanned.

12  After you scanned all the pages, press the "Start" key to transmit these pages.

13  When the transmission is complete, the message "*TX COMPLETE*"is displayed briefly.
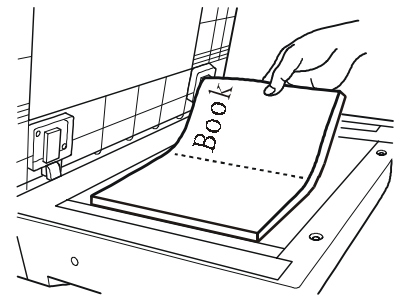
# Function Utilities

# *Chapter Overview*

This chapter provides information on:

# *Function Utilities*

The Function utilities make your machine more convenient to use. The following eight functions are available.

| | Function | Description |
|---|---|---|
| 1 | BROADCAST | Transmits the same document to two or more numbers with a single operation. |
| 2 | TIMER TX | Scans a document into memory for transmission to the destination at a specified time. |
| 3 | MAILBOX TX | Transmits a confidential document to a particular person at the receiving party. The document is stored in memory at the receiving end. The entry of a password is necessary before printing the document. |
| 4 | PRINT MAILBOX RX | Receives a confidential document from a particular person. The document will not be printed until the correct password is entered. |
| 5 | POLLING TX | Scans the document into memory, and the machine upon receiving a polling transmission command from the other party, transmits the documents to them. |
| 6 | POLLING RX | Gives a polling transmission command to another fax which enables it to transmit a document previously stored in memory. |
| 7 | RELAY INITIATE | Relay TX allows the operator to make one long distance call to a remote unit. The remote unit then relays the message to one or more fax units in local area. With this function, you can save valuable time and telephone charges. This function can also instruct the remote fax machine to send a TX Result report to one of its Speed Dial locations. |
| 8 | CANCEL RESERV. | Cancels a job which has been stored in memory for future transmission, including: Broadcast, Timer TX, Polling TX and deletes the document from memory. Only jobs that are not in processing can be canceled. |

# *Selecting the FUNCTION Utilities*

1 Press the "Function" key.
The Message Display now prompts you to select the FUNCTION utilities.

2 There are two method to select the Function utilities:

- Pressing the keypad.
- Pressing the "Function" key.

## *Press the Numeric Keys*

| Key | Function |
|-----|----------|
| 1 | BROADCAST |
| 2 | TIMER TX |
| 3 | MAILBOX TX |
| 4 | PRINT MAILBOX RX |
| 5 | POLLING TX |
| 6 | POLLING RX |
| 7 | RELAY INITIATE |
| 8 | CANCEL RESERV. |

For example, when you press the '3' of Keypad, the display would show "MAILBOX TX".

## *Press the Function Key*

1 Press the "Function" key again. The display shows the first Function utility.

2 Now you can scroll the Function utilities either press the "Function" key or press the "Up" and "Down Arrow" keys.

**Function Sequence:**

1 BROADCAST

2 TIMER TX

3 MAILBOX TX

4 PRINT MAILBOX RX

5 POLLING TX

6 POLLING RX

7 RELAY INITIATE

8 CANCEL RESERV

# *Broadcast*

Broadcast enables the machine to scan the documents into memory, then transmit it to two or more destinations. The same document can be transmitted sequentially to up to 143 different destinations. This feature is convenient for transmitting the same document to many different destinations.

This eliminates the need to repeat procedures when performing a fax distribution, increasing productivity and reducing the amount of time required performing this activity. It also can reduce the wear made by feeding the document since the machine needs to scan it once only.

## *Using Broadcast Function*

1 Place the original document into the Document Feeding Tray.

2 Press the "Function" key.

3 Press '1' of the Keypad to select "BROADCAST".

4 Specify the receiving destinations as these methods shown.

| (1) | One Touch Dial keys |
|-----|---------------------|
| (2) | Speed Dial |
| (3) | Combination Dial |
| (4) | Phone Book (Search & List) |
| (5) | Keypad |

### *(1) Using One Touch Keys to Specify Destinations*

1 Press the One Touch key in which the receiving destination has been programmed.

- The Message Display shows the party programmed in the selected One Touch key, indicating that it has been selected for Broadcast 001.
- If you select an incorrect destination, pressing the "No/Clear" key will cancel the inclusion of this destination in the broadcast.

2 Press the "Yes" key if the party has been correctly selected.

- The Message Display now prompts you to select the next receiving destination.
- If you want to continue selecting the receiving destinations using the One Touch keys, repeat steps 1 to 2.

## *(2) Using Speed Dial to Specify Destinations*

1 Press the "Speed Dial" key.

2 From the keypad, enter the Speed Dial number in which the receiving party has been registered.

For example: To select Speed Dial 23 for Broadcast 001.

1. Press "Speed Dial" key,

2. Then press '2' and '3' of the Keypad.(Without pressing "Yes" key)

The Message Display shows the destination registered in Speed Dial 23, indicating that it has been selected for Broadcast 001.

3 Press the "Yes" key if the party has been correctly selected.

- The Message Display now prompts you to select the next receiving destination.
- If you select an incorrect destination, pressing the "No/Clear" key cancels this destination in the broadcast. The previous screen reappears.
- If you want to continue selecting receiving destinations using Speed Dial, repeat steps 2 and 3.

## *(3) Using Phone Book (List) to Specify Destinations*

1 Press the "Phone Book" key.

2 Press the Left or Right Arrow key to select "LIST", then press the "Yes" key.

3 Using the UP or Down Arrow key search for the receiving destination you want to select.

4 When the desired destination is displayed, press the "Start" key.

The Message Display now shows the receiving party you chose, indicating that it has been selected for Broadcast 001.

5 Press the "Yes" key if the party has been correctly selected.

- The Message Display now prompts you to select the next receiving destination.
- If you select an incorrect destination, pressing the "No/Clear" key will cancel the inclusion of this destination in the broadcast.
- If you want to continue selecting the receiving destinations using Phone Book, repeat steps 1 to 5.

## *(4) Using Phone Book (Search) to Specify Destinations*

1 Press the "Phone Book" key.

2 Press the Right Arrow key to select the "SEARCH".

3 Press the "Yes" key.

4 Using the One Touch keys and Keypad, enter the name or initial portion of the destination you want to find.

For example: "Lanier".

5 Press the "Yes" key.

- The machine now searches for the exact name or names beginning with the letters entered.
- Search for the destination name having Lanier at the beginning of the name.

6 Using the U"p" or "Down Arrow" keys to select the destination you want.

7 Press the "Start" key.

The Message Display now shows the receiving destination you selected, indicating that it has been specified for Broadcast 001.

8 Press the "Yes" key if the party has been correctly selected.

- The Message Display now prompts you to select the next receiving destination.
- If you select an incorrect destination, pressing the "No/Clear" key will cancel the inclusion of this destination in the broadcast. The previous screen will reappear.
- If you want to continue selecting the receiving destinations using Phone Book, repeat steps 1 to 8.

## *(5) Using the Keypad to Specify Destinations*

1 Transmit a document to a destination which is not registered in memory.

For example: Specify a destination (the fax number is 0354237801) for Broadcast [001] which is not programmed in memory. Enter the fax number of the destination using the Keypad.

2 If the specified destination is correct, press the "Yes" key.

- The display is changed to the next destination specifying display.
- When you want to clear the specified destination, press the "No/Clear" key.

3 To continue specifying fax numbers with the Keypad, repeat the operation of steps 1 and 2.

4 When all the receiving parties have been selected for a broadcast, press the "Start" key.

### *Checking Selected Destinations*

The receiving parties you have selected can now be checked to ensure that the correct destinations have been selected.

1 Press the "Yes" key.

   Or, you can skip checking the destinations selected by pressing the "Start" key, which iniates the Broadcast transmission procedure immediately.

2 To check selected destinations press the "Yes" key.

   The Message Display first shows the receiving party specified for 001.

3 If the party has been correctly specified, press the "Yes" key.

   Then, the Message Display shows the next specified receiving party.

4 If you find that you have selected an incorrect destination or if you want to delete a particular destination, pressing the "No/Clear" key deletes that destination.

   - The Message Display shows for several seconds that the selected destination has been deleted.
   - The Message Display then shows the next receiving destination selected.
   - When one destination is deleted, the Broadcast number is advanced by one.
   - Repeat steps 1 through 3 to continue checking destinations selected.

5 When you complete or have skipped checking the selected destinations, press the "Start" key to begin the Broadcast transmission.

6 The document in the Document Feeding Tray is scanned into the memory of the fax.

   - If the Reserv. Report from the REPORTING utilities has been set to ON, the machine prints a Broadcast Reservation Report before it executes the transmission.
   - The machine now begins transmitting the document to the selected destinations, beginning with broadcast 001.

7 After completing the transmission, the machine prints a TX Result Report.

   - The Report indicates which destinations did not receive the document.
   - Retransmit the document to those destinations if you need.

     Note: If the line of a receiving party is busy and the machine is unable to transmit the document, that party would be put at the last of the transmission sequence. This receiving party is redialed after the machine has completed transmitting the document to all other parties.

# *Timer TX*

Timer TX lets the machine scan the document into memory and transmit it to a destination at a specified time. This feature enables the transmission of a document at some times when special telephone discount rates maybe applicable. This can contribute to reductions in communication costs.

The timer can be set up to 24 hours in advance.

## *Using Timer TX Function*

1 Place the original document into the Document Feeding Tray.

2 Press the "Function" key.

3 Press '2' of the Keypad to select TIMER TX.

4 From the Keypad, enter the time (24-hour system) at which to transmit the document.

Example: 11:30 p.m. →Press 2, 3, 3, 0.

- Press the "Yes" key if it is correctly selected.
- Press the "No/Clear" key if you want to change it.

5 Specify the receiving destination to which you want to transmit the document by Timer TX. For how to specify the destination. Refer to "Dialing the Number (Transmitting the Document)" on page 3-6.

- Speed Dial
- Combination Dial
- Phone Book
- Keypad Dialing

6 When the receiving destination has been specified, the document placed on the Document Feeding Tray is fed in and the machine starts scanning it into memory.

- After scanning the document, the machine shows the initial screen on the Message Display and entering the standby state for Timer TX.
- When the setting time arrives, the machine automatically transmits the document to the specified destination(s).

**Notes:**

If you want to use other FUNCTION utilities in combination with Timer TX, when the message "ENTER FAX NO." is displayed, press the "Function" key and select the function you want. Only the following three features can be used together with Timer TX:

- Broadcast
- Mailbox TX
- Polling RX

For the setting the FUNCTION utilities to be used in combination with Timer TX, see the relevant pages dealing with those features in greater detail.

- All fax transmission functions can be used even while the machine is in the standby state for Timer TX.
- When you changed the contents of the destination registered in One Touch Dial key and "Speed Dial" key before starting the Timer transmission, the changed destination is deleted from the destinations to which you want to perform the Timer transmission.

If you want to perform the Timer transmission to the changed destination, you need to set the Timer TX again.

For example:

1. At time: 12:00, you set the Timer transmission by the Broadcast.

   - Transmission time: 23:00
   - Transmission party: One Touch key 01, 02, 03

2. At time: 15:00, if you change the setting of the One Touch key 01

   Change the fax number of One Touch key 01, then One Touch key 01 is automatically deleted from the Timer and Broadcast transmission.

   - Transmission time: 23:00
   - Transmission party: One Touch key 02, 03

3. Add One Touch key 01 to the Timer transmission again, if you need

   Add the new One Touch key 01 to the Timer transmission.

   - Transmission Time: 23:00
   - Transmission Party: One Touch key 01, 02, 03

# *Mailbox TX*

Mailbox TX lets the machine transmit a document confidentially to a particular person. It is convenient when you want to send a confidential or private document to a particular person without allowing any other people to read it.

A mailbox transmission is initiated only after the password entered on the transmitting end matches the mailbox password on the receiving end. This ensures that a confidential document will not be transmitted to the wrong person.

The transmitted document is stored in the mailbox of the memory built in the receiving fax machine.

Unless the receiving end re-enters the previously programmed mailbox password, it is unable to print the data stored in the built-in memory. This means that only the particular person or persons who know the mailbox password at the receiving party can print the document.

**NOTE:**

The following conditions must be met for Mailbox TX.
- The machine on the receiving end is a similar machine.
- The receiving party must have programmed at least one mailbox password for the mailbox function before the transmission use of Mailbox TX.
- The transmitting party knows the mailbox password of the receiving fax machine.

## *Using Mailbox TX Function*

1 Place the original document into the Document Feeding Tray.

2 Press the "Function" key.

3 Press '3' of the Numeric key to select "MAILBOX TX".

4 Using the Keypad, enter the 4-digit mailbox password.

- The mailbox password is the number registered for the mailbox of the receiving fax machine.
- For example: Mailbox password → Press 3, 8, 5, and 0, in order.
- If you have entered the wrong number, press the "No/Clear" key.
- The password you inputted would be canceled, then enters the correct number.
  Note:  Contact the receiving party in advance to make sure of the correct mailbox password.

5 Check the mailbox password setting and, if it is correct, press the "Yes" key to validate the mailbox password.

6　Specify the receiving party to which you want to transmit the document by Mailbox TX. Refer to "Dialing the Number" in Chapter 3 for information on how to use these different formats..

- One Touch Dial
- Speed Dial
- Combination Dial
- Phone Book
- Numeric Key Dialing

7　When the receiving destination has been specified, press "Start" key, the document placed on the Document Feeding Tray is feeding in and the machine starts the Mailbox transmission.
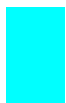
# *Print Mailbox RX*

Mailbox RX lets the machine receive and print a document from a particular person transmitted confidentially by Mailbox TX. It is convenient when you want to receive a confidential or private document from a particular person without any other people reading it.

A mailbox transmission is started only after the password that is entered on the transmitting end matches the mailbox password on the receiving end. This ensures that a confidential document will not be transmitted to the wrong person.

The transmitted document is stored in the mailbox (the memory in your machine).

Unless you enter the previously registered mailbox password, you are unable to print out the data stored in the mailbox. This means that only a particular person or persons who knows the mailbox password at your site can print the document.

> Note:  There are 10 Mailboxes in this machine.

# *Using Print Mailbox RX Function*

## *1) Registering Mailbox Password*

1   Press the "Program" key 5 times, the message RX OPERATIONS? is displayed.

2   Press '5' of the Keypad to select "MAILBOX RX'.

3   Enter the number (0-9) to take your mailbox number. (For example press '9')

4   The display prompts you to input the password of Mailbox 9.
   - If you want to correct this entry, press the "No/Clear" key and enter the password again.

5   Press the "Yes" key. The Mailbox registration is complete.

## *2) Changing Mailbox Password*

1   Press the "Program" key 5 times.

2   Press '5' of the Keypad to select "MAILBOX RX".

3   Select a Mailbox number to delete using the Keypad.

4   The message "REGISTERED!  KEEP? is displayed.

5   Press the "No/Clear" key to delete the registered password, then the display appears the message as below.

6   Enter the currently password of Mailbox 9 with the Keypad.
   (If you don't know the password, you cannot delete the password.)

7   Press the "Yes" key.
   - If the password you entered is correct, then the password of this mailbox is deleted.
   - The display returns to the display of step 3.
   - If the entered password does not correspond to a mailbox, this password cannot be deleted.

      The display returns to the display of step 5.

8   If you have completed this operation, exit this setting by the flowing procedure:
   - Press the "No/Clear" key.
   - Press the "Yes" key.

- Press the "No/Clear" key then the display returns to the initial state.

## 3) Printing Mailbox Document

1 Your machine rings when a call is being received. The Message Display shows that a document has been received by Mailbox RX

2 Press the "Function" key.

3 Press '4' of the Keypad to select "PRINT MAILBOX RX".

4 Using the Keypad, enter the 4-digit mailbox password which has previously been programmed for the mailbox involved and which has been given to the other party.

If you have entered the wrong number, press the "No/Clear" key and enter the correct number.

5 Check that the mailbox password is correct.

- Press the "Yes" key to validate the mailbox password.
- If the password you entered is correct, then your machine starts printing the document that is stored in memory.

# *Polling TX*

Polling TX allows you to set a document to be retrieved by a remote fax machine. Your machine automatically sends the stored document in response to polling requests from remote devices. You can set a 4-digit password to distinguish polling document.

Polling TX offers Single and Multi Modes:

| Single Mode | The specified file is deleted after it has been transmitted |
|---|---|
| Multi Mode | The specified file could transmit several times to those who need this file, until you cancel this Reservation Session. |

- You can set a 4-digit ID to distinguish polling document. Contact your Key Operator to have this set up for you.
- It does not matter if network is set to ON or OFF, your document can be polled by remote fax machine with correct polling password.

## *Using Polling TX*

1 Place the original document into the Document Feeding Tray.

2 Press the "Function" key.

3 Press '5' of Keypad to select the "POLLING TX ".
A message appears briefly to confirm your selection.

4 Enter the 4-digit Polling ID if you need.
For example: 1234

5 Press "Yes" key.

6 Press the "Left" or "Right Arrow" keys to select "SINGLE" or "MULTI".

7 Press "Yes" key to start the Polling session.

- Your document is scanned into memory, where it is ready to be polled.
- The 'P' in the Message Display indicates that the Polling Document is in memory.

# *Polling RX*

Polling RX starts from your end, the transmission of a document that has been put in the ready state at the other party's end, to receive that document at your end.The other party must be ready for polling transmission before you can receive a document by Polling RX. To receive (poll) the document, you need to enter the correct polling password number. You can poll up to 143 destinations by a single operation.

## *Using Polling RX*

1 Check that there are no documents in the Document Feeding Tray.

2 Press the "Function" key.

3 Press '6' to select the POLLING RX.
A message appears briefly to confirm your selection.

4 Enter the remote fax number.
For example: Use the Keypad to input the fax number "0123456'

- If the remote fax machine has the polling ID, press the "Down Arrow" key.
- Use the numeric key to input the polling password.
- If you input a wrong number press the "No/Clear" key to clear this entry and input the ID again.

  Note: If you do not have the password of the remote fax unit, you must to contact the remote fax operator for this information.

5 Press the "Yes" key.

- Then the message asks for the next polling RX destination.
- Repeat the procedure step 4 to 5, until all the polling RX destinations have been specified.

6 Press the "Start" key to finish the input operation.

- Then the message asks if you want to check these destinations.
- If you want to check the destinations you entered, press the "Yes" key.
- Press "Yes" key to accept this entry, then the display shows the next destination.
- If you want to delete this destination, press the "No/Clear" key.
- Continue it until all entries have been checked.

7 Press the "Start" key to perform the Polling RX function.

# *Relay Initiate*

Relay TX allows the operator to make one long distance call to a remote unit and the remote unit will relay the message to one or more fax units in the local area. With this function, you can save valuable time and telephone charges. This function can also instruct the remote fax machine to send an TX Result report to one of its Speed Dial locations.

The following conditions must be met for Relay Initiate function:

- The fax on the receiving party is either Lanier 5415, 12XX, or 20XX.
- The receiving party must register the One Touch key or Group dial key for relay function.
- The receiving party must register one Speed Dial for send report.

## *Using Relay Initiate*

1 Place the original document in the Document Feeding Tray.

2 Press the "Function" key.

3 Press '7' to select "RELAY INITIATE TX". A message appears confirming the selection.

4 Select a "One-Touch" key that registered as the remote fax unit (Relay station).
The name or telephone number associated with this One-Touch key appears to confirm this is the location you intended to poll.

5 Press "Yes" key to accept this selection.
The display prompts the message to ask you the relay group number registered in the Initial station.

6 Use the Keypad to input the two digit One-Touch number in the remote fax machine that represents the end locations to which you wish to transmit.You can set 01-64.

7 Press the "Yes" key.
The display prompts the message to ask you the Speed Dial number (registered in the relay station) for where to send the TX result report.

8 Use the Keypad to input the two digit Speed Dial number that should receive the TX Results Report.You can set 00-99.

9 Press "Yes" key to begin transmitting. Your document is scanned into memory and sent to the Relay station.

> Note: If the Relay Group No. at remote unit is not registered, it will send a error report according to the speed Dial No. setting at remote unit. If the speed Dial No. at remote unit is not registered no reports will be generated.

# *Cancel Reserve*

Cancel Reserve cancels a transmission reservation for a document previously stored in memory for Timer TX, Broadcast TX, and Polling TX.

## *Using Cancel Reserve*

### *1) Checking Documents Reserved for Transmission*

1 Press the Report key 3 times. The message " PRINT REPORT?" appears.

2 Press the "Yes" key.

3 Press the Report key 3 times.
The message "MEMORY DATA LIST" appears.

4 Press the "Yes" key.

- The machine prints a Memory Data List.
- Go over the list and identify the documents reserved for transmission and the particular FUNCTION features specified.
- Print a Memory Image Print if you want to check for the contents of a particular reserved document.

### *2) Canceling Document Reserved for Transmission*

1 Press the "Function" key.

2 Press '8' of the Keypad to select "CANCEL RESERV".

The document data display consists of the following five items.

- Session number
- Communication start time
- Function:
  | | |
  |---|---|
  | TIMER | POLL-TX |
  | B-CAST | MEMORY (Memory reservation) |
  | M.B. TX | RELAY |
  | POLL-RX | |
- Press Yes to delete this transmission.
- Press the Right Arrow key to see more details.

3 Press the "Up" and "Down Arrow" keys to select the item you want to cancel.

4 Then press the "Yes" key.
If the document is not what you want to cancel, press the "No/Clear" key.

# *Notes:*

# *Enhanced Utilities*

# *Chapter Overview*

This chapter provides information on:

- "Using the Program Key" on page 6-1
- "Dial Registration" on page 6-6
- "Setting of TX Operations" on page 6-14
- "Setting of RX Operations" on page 6-15

# *Using the Program Key*

## *List of Program Key Functions*

The Program key functions refer to the functions for which you can change the settings to suit your particular operating needs. There are a total of 45 features available in the Program key function, classified under 8 major groups as detailed below.

This chapter details 11 out of the total 45 features that are classified under the groups of Dial Registration, TX Operation, and RX Operation. These are the most frequently used features.

For other features, see Chapter 7, Enhanced Utilities

> Note: Displayed setting item depends on your country or installed options. Some item may not be displayed.

| Group | Setting Item | Detail |
|---|---|---|
| 1. MACHINE SETTING | 1. AUTO RESET | ON /OFF |
| | 2. POWER SAVE MODE | OFF timer |
| | 3. POWER SAVE OFF | Disable/Enable |
| | 4. PRINT DENSITY | Dark to Light (7 step) |
| | 5. LCD CONTRAST | Dark to Light (4 step) |
| | 6. BUZZER VOLUME | High/Low/OFF |
| | 7. REMOTE MONITOR | ON/OFF |
| | 8. TRAY1 PAPER SIZE | A4/A5 or LT/LG/HL |
| | 9. PAPER SOURCE | Select paper source |
| 2. COPY SETTING | 1. DENSITY/PHOTO | Auto/Manual/Photo |
| | 2. AUTO DENSITY | Dark to Light (3 step) |
| | 3. MANUAL DENSITY | Dark to Light (9 step) |
| | 4. DENSITY(ADF) | Mode1/Mode2 |
| | 5. 2 in1 MODE | ON/OFF |
| | 6. SORT MODE | Sort/Non-Sort |
| 3. DIAL REGISTRATION | 1. ONE-TOUCH DIAL | One touch dial |
| | 2. SPEED DIAL | Speed dial |
| | 3. GROUP DIAL | Group dial |
| | 4. PROGRAM DIAL | Program dial |

| | 5.BATCH TX | Batch TX |
|---|---|---|
| 4. TX OPERATION | 1.SCAN CONTRAST | Dark to Light (5 step) |
| | 2. RESOLUTION | Std/Fine/S-fine/HT |
| | 3. PAGE COUNT TX | ON/OFF |
| | 4. CLOSED NETWORK | ON/OFF |
| | 5. DEFAULT TX | Mem. TX/ADF TX |
| | 6. HEADER | ON/OFF |
| | 7.OT-DIAL IN COPY | DISABLE / ENABLE |

| | | |
|---|---|---|
| 5.RX OPERATION | 1.MEMORY RX MODE | ON (Time and Password)/OFF (Password) |
| | 2. NO. of RINGS | 1-16 |
| | 3. TWO PAGE PRINT | ON/ON (Sort)/OFF |
| | 4. REDUCTION RX | ON/OFF/Cut |
| | 5. MAILBOX RX | ID No. |
| | 6. CLOSED NETWORK | ON/OFF |
| | 7. RX MODE | Auto/Manual |
| | 8. FOOTER | ON/OFF |
| 6. COMM. SETTING | 1. TONE/PULSE | Tone/Pulse (10pps/20pps) |
| | 2. LINE MONITOR | High/Low/OFF |
| | 3. PSTN/PBX | PSTN/PBX (Pre-Fix No.) |
| 7. REPORTING | 1. ACTIVITY REPORT | ON/OFF |
| | 2. RESERV. REPORT | ON/OFF |
| | 3. TX RESULT REPORT | ON/OFF |
| | 4. RX RESULT REPORT | ON/OFF |
| 8. INITIAL USER DATA | 1. DATE & TIME | Date & Time |
| | 2. USER FAX NO. | User Fax No |
| | 3. USER NAME | User Name |

## *Outline of Major Features*

### *Dial Registration*

**1.ONE TOUCH DIAL**

Register the most frequently dialed fax numbers in the 27 One-Touch keys.

**2.SPEED DIAL**

You can program 100 speed dial locations, then transmit your documents quickly and easily by pressing the Speed-Dial key with a Speed-Dial number.

**3.GROUP DIAL**

Destinations registered in One-Touch Dial keys, Speed Dial keys and the Phone Book can be registered together as a Group in a Group Dial key. This feature then allows you to transmit a document to all destinations in one group with a single operation. If you frequently send the same document to multiple destinations, register these destinations into a Group Dial key. Up to 27 Groups can be registered.

**4.PROGRAM DIAL**

Several transmission functions can be pre-programmed in some of the One-Touch keys. This allows a multiple step operation to be registered in a single key. For example, a single key can be set up to Broadcast to designated locations at a preset time. This reduces the time necessary for jobs that are frequently repeated.

**5.BATCH TX**

One Touch Dial key can be pre-programmed with Batch TX time. This allows multi jobs to be transmitting at the same time by one transmission.

### *TX Operation*

**4. CLOSED NETWORK**

Limits the parties to which you can transmit a document to only those registered for One Touch Dial, Speed Dial, and Phone Book. When this feature is turned ON, you can no longer transmit a document to any party that has not been registered for One Touch Dial, Speed Dial, or Phone Book. This provides a means of controlling machine communication.

**6. HEADER**

Sends the receiving destination your name, fax number, and other data for a document transmitted.

This information is printed at the top of each page. This lets the receiving party identify where the document came from, when it came in and how many pages it was.

### *RX Operation*

**1. MEMORY RX MODE**

Stores the contents of a received document into memory. The document is not printed unless the machine receives a print command that may be a timer or password. The timer print command causes the machine to start printing the document stored in memory when the specified time arrives. The password print command, on the other hand, causes the machine to start printing when

a password is input. This feature provides a means of controlling the documents received through the fax.

### 3. TWO PAGE PRINT

Prints two copies of a received document automatically. This feature eliminates the need for making copies of the document after printing.

### 6. CLOSED NETWORK

Limits the parties from which you can receive a document to only those registered for One Touch Dial, Speed Dial, and Phone Book. When this feature is turned ON, you can no longer receive a document from any party that has not been registered in One Touch Dial, Speed Dial, or Phone Book. This provides a meaning of controlling reception of documents through the fax machine.

### 8. FOOTER

Prints on each page of the received document the name, date, time, communication number and page number of the received document. By printing an Activity Report using the Session number, you can identify where the document came from. This feature provides a means of controlling reception of documents through the fax machine.
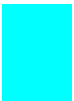
## *Selecting the Program Function*

1 Press the "Program" key as many times as required to select the particular group. The display now prompts you to select a particular feature available under that group.

| Press n times | Function group |
|---|---|
| 1 | MACHINE SETTING |
| 2 | COPY SETTING |
| 3 | DIAL REGISTRATION |
| 4 | TX OPERATION |
| 5 | RX OPERATION |
| 6 | COMM. SETTING |
| 7 | REPORT |
| 8 | INITIAL USER DATA |

For example: Select the TX OPERATION. → Press the "Program" key 4 times.

2 Using the Keypad, select the feature you want to make a setting for.

| 4. TX OPERATION | 1 SCAN CONTRAST |
|---|---|
| | 2 REGISTRATION |
| | 3PAGE COUNT TX |
| | 4 CLOSED NETWORK |
| | 5 DEFAULT TX |
| | 6 HEADER |
| | 7 OT-DIAL IN COPY |

For example: To select HEADER → Press Numeric key '6'

The display briefly shows the message "6HEADER".

3 Press the "Left" or "Right Arrow" keys to select the desired selection.

4 Press the "Yes" key to complete this setting.

# *Dial Registration*

If you want to use the One Touch Dial or Speed Dial functions to transmit your documents, you must register each destination's information in the One Touch and Speed Dial keys. You need to set the following three data items for each destination you will register:

    1. Fax number

    2. Name

    3. Modem speed

Up to 27 different numbers can be registered for One Touch Dial and up to 100 for Speed Dial.

- One Touch Dial transmission
- Speed Dial transmission

## *One-Touch Dial and Speed Dial*

### *Setting the Fax Number for ONE TOUCH DIAL*

1   Press the "Program" key 3 times scroll to the DIAL REGISTRATION.

2   Press '1'on the Keypad to select the "ONE TOUCH DIAL" program.

3   To register data for One Touch Dial, select a "One Touch" key to which you want to register information by pressing it.

- If this "One Touch" key has been registered, then the message is shown.
- If you want to keep the registered contents, press the "Yes" key to select KEEP. Go back to step 3, and select another "One Touch" key.
- If a fax number has been registered for this Speed Dial, the message is shown.
- If you want to keep the registered contents, press the "Yes" key to select "KEEP". Go back to step 3, and select another One-Touch key.
- If you want to correct or delete the registered contents, press the "No/Clear" key to select EDIT/DELETE.
- Use "Left" or "Right Arrow" keys to select EDIT or DELETE.

**[EDIT]**

To edit the setting, select EDIT and press the "Yes" key.

**[DELETE]**

If you want to delete the registered contents, select "DELETE" and press the "Yes" key.

- The destination registered for this Speed Dial is deleted and shows the message briefly. (Back to step 3 and select a Speed Dial again).

4   The display prompts you to input the fax number of this Speed Dial. Use the Keypad to input the fax number.For example: 12345

   • If you need to enter SUB address, press the "Down Arrow" key. Enter the SUB address and then press the "Yes" key.

5   Press "Yes" key to the next procedure: Set the Name

### Setting the Name

1   Using the One-Touch keys, enter the name of the destination.

   • A name can consist of up to 20 characters.
   • If a wrong name has been entered, press "Left Arrow" key. The cursor position moves back one position. Enter the correct name.
   • Press the "No/Clear" key to clear the entry, the message display returns to the previous display to enter the name again.

2   Check your data entry and press the "Yes" key to validate the name setting.

### Setting Modem Speed

1   Normally, there is no need to change this setting. But in some instances, where telephone line connections are very poor quality, setting the modem speed to low will increase the chance of effective communication. In this case, use "Left" or "Right Arrow" keys to select 33.6Kbps, 14.4Kbps or 9.6Kbps.

2   Check the setting, if it is correct, press "Yes" key to validate the modem speed setting.

3   This completes the registration of One Touch Dial or Speed Dial.

### Printing Telephone Number List

1   When you have completed programming otherdestinations for One Touch Dial and Speed Dial, the machine can print a Telephone Number List showing the results of programming.

2   Press the "Report" key 3 times.

3   Press the "Yes" key.

4   Press Report key 5 times for ONE TOUCH LIST or 6 times for SPEED DIAL LIST.

5   Press the "Yes" key.

   • One Touch List or Speed Dial List will print.
   • Check that the contents of the registered destinations are correct according to the list.

## *Group Dial*

Destinations registered for One Touch Dial, Speed Dial, and Phone Book can be registered as a Group in a Group Dial key. Up to 27 Groups can be registered. Each Group can contain up to 50 destinations. For this registration, Combination Dial can be used.

If you frequently send the same document to multiple destinations, register these destinations in a Group Dial to enable transmission to the entire Group using a single key.

All of One-Touch keys can be used for Group Dial.

### *Registering Group Dial*

1 Press the "Program" key 3 times.
   The display shows the message "DIAL REGISTRATION?

2 Press '3' of the Keypad.

3 Press a One-Touch key, which you want to register the group in.

   - For example: Using the "One Touch" key 17
   - If a Group has already been registered for the "One Touch" key, the message "REGISTERED!  HELP? is displayed..
   - To correct or delete the registered contents, press the "No/Clear" key to select EDIT/ DEL.
   - If you do not want to change the registered contents, press the "Yes" key to select "KEEP". The display returns to the display of step 3.

4 To correct the registered contents, press the "Left" or "Right Arrow" keys to select EDIT and press the "Yes" key.

   - When you want to delete the registered contents, press the "Left" or "Right Arrow" keys to select DELETE and press the "Yes" key.
   - The Group registered in One Touch Dial key is deleted and the display is changed**.**

5 To correct the registered name, press the "No/Clear" key to delete the name you want to correct.

6 Using the One-Touch keys, enter the name of the group. A name can consist of up to 20 characters.

7 If a wrong character has been entered, press Left Arrow key. The cursor position moves back one position. Enter the correct character.

8 Check the group name entered and, if it is correct, press the "Yes" key to validate the group name setting.

9 Specify the destinations you want to register into that group.

- One Touch Dial, Speed Dial, or Phone Book may be used to select the destinations.
- If the destination has already been registered, the following message is displayed "DUPLICATE SETTING".

10 Specifying the parties Using One Touch Dial

- Press the "One Touch" key that is registered with the destination you want to register for Group Dial.
- For example:To specify One Touch Dial 04 for Group Dial 01: Press "One Touch" key 04,the Message Display shows the party registered in "One Touch" key 04, indicating that it has been selected for Group Dial 01.

11 Press the "Yes" key if the party has been correctly specified.
The Message Display now prompts you to specify the next party.

12 Selecting the Destinations Using Speed Dial.

- Press the Speed Dial key and from the Keypad enter the Speed Dial number that is registered with the destination you want to register for Group Dial.
- For example:To specify Speed Dial 23 for Group Dial 01: Press '2' and '3' of the Keypad.
- The Message Display shows the destination registered in Speed Dial 23, indicating that it has been selected for Group Dial 01.

13 Press the "Yes" key if the destination has been correctly selected.

- The Message Display now prompts you to select the next desitnation.
- If you want to continue selecting destinations for Group Dial using Speed Dial, repeat steps 14 and 15.

14 Selecting Destinations Using Phone Book (List).
Search for the party you want for Group Dial in the "Phone Book" List.

15 Check that List is selected, and then press the "Yes" key.

16 Using the "Left" or "Right Arrow" keys, search for the destination you want.

17 Press the "Start" key.
The Message Display now shows the destination you select, indicating that it has been specified for Group Dial 01.

18 Press the "Yes" key if the party has been correctly selected.

- The Message Display now prompts you to select the next party, or you can press "Start" key to complete this registration.
- To continue selecting destinations using Phone Book, repeat steps 16 through 20.

19 Selecting Destinations using "Phone Book" (Search).

- Search for the party you want for Group Dial by using the Search of Phone Book.
- For example: To select the party listed in the Phone Book for Group Dial 01: Press the Phone Book key.

**20** Press the Right Arrow key to select SEARCH. Then, press the "Yes" key.

**21** Using the One-Touch keys, enter the name or initial of the destination you want to search for.

Selecting Characters:
Enter the character of the name or the initial by pressing the corresponding Keypad and One-Touch keys.
Do the same for the destination you want to search for.

**22** If a wrong character has been entered, press the "Left Arrow" key. The cursor position moves back one position. Enter the correct character.

**23** Press the "Yes" key.

- The machine now a search for the exact name or possible names beginning with the name or initial entered.
- Using the "Left" or "Right Arrow" keys, locate the destination you want.

**24** Press the "Start" key.
The Message Display now shows the destination you selected, indicating that it has been specified for Group Dial 01.

**25** Press the "Yes" key if the party has been correctly selected.

- The Message Display now prompts you to select the next destination.
- If you want to continue selecting destinations using Phone Book, repeat steps 21 through 27.

**26** The Message Display now shows the destination you selected, When all the destinationss have been selected for Group Dial, press the "Start" key.

**27** To exit from Group Dial registration, press the "No/Clear" key twice.
The initial screen is displayed.

## Using the Group Dial

**1** Place the document on the Document Feeding Tray.

**2** Press the "One Touch" key in which the desired Group Dial has been registered.

- The machine begins scanning the document place in the document feeder.
- When the machine completes scanning the document into memory, it starts dialing the destinations, one by one, in the order they were registered.

- Upon connection to the destination, the document is transmitted.
- The document transmission sequence is repeated for the number of destinations registered in that particular group.

3 To stop the transmission, press the "Stop" key, and then the "Yes" key.

4 When the transmission is completed, a buzzer sounds once and a message indicating that the transmission has been normally completed appears and remains shown for two seconds

- The initial screen is displayed.
- TX Result Report is starting print.

**If the Line is busy:**

- If the line of a particular party is busy, the machine puts that party at the end of the transmission sequence.
- When the initial transmission attempts are completed for all destinations, the machine redials the destinations that were busy previously, for transmission of the document.

**If the Transmission was Unsuccessful:**

- If the fax failed in transmitting the document to a destination, a buzzer sounds intermittently for two seconds and the Error indicator lights up.
- It then prints a TX/RX Result Report automatically. For details, see "TX/RX Result Report.
- Then it redials to the destination again, until it has successfully transmited or it has already redialed 9 times.

## *Program Dial*

The Broadcast, Timer TX, Mailbox TX, Polling RX or Relay Initiate function can be registered in Program Dial.

Program Dial allows you to transmit a document using a particular transmission function previously registered. This eliminates job setup for frequently performed tasks.

Program Dial accommodates up to five different transmission functions. "One Touch" keys that can be used for this purpose are 24, 25, 26, and 27.

### *Programming a Registered Dial*

1 Press the "Program" key 3 times.
The display appears the message DIAL REGISTRATION.

2 Press '4' of the Keypad.

3 Press "One Touch" key 24, 25, 26, or 27, whichever you want to program the function in.
For example: Using "One Touch" key 27

4 Using the following chart, press one number of the Keypad corresponding to the desired transmission function. Enter the necessary data for the function selected.

| Keypad | Transmission Function |
|--------|----------------------|
| 1 | BROADCAST |
| 2 | TIMER TX |
| 3 | MAILBOX TX |
| 6 | POLLING RX |
| 7 | RELAY INITIATE |

5 To correct or delete the registered contents, press the "No/Clear" key to DELETE or back to last LCD display.

- For example: To program Timer TX for Program Dial, press '2' of the Keypad.
- Enter the data according to the Timer setting procedure.
  For example: 12:30. Then press "Yes" key.
- Use the Keypad to input the Fax number, and then press "Yes" key. Or, use "Function" utilities.

6 This completes the programming procedure for Program Dial.

7 To exit from the registering of Program Dial, press the "No/Clear" key twice.

- The initial screen is displayed.
- If you want to continue registering for Program Dial, press another unused "One Touch" key from 24, 25, 26, and 27.

### Using the Program Dial

1 Check that the message "SET DOC. FACE UP" is shown on the Message Display. If not, press the "Copy/Fax" key to switch.
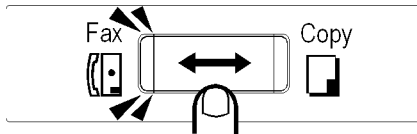
2 Press the "One Touch" key in which the desired Program Dial has been registered.

- For example: "One Touch" key 27→ Timer TX
- The machine starts scanning.
- After completely scanning the document, the machine enters the standby state for timer transmission while showing the initial screen on the Message Display.

## Using Batch TX

You can program your single location one-touch keys to batch documents automatically.

By assigning a batch time to a programmed one-touch key, you can eliminate dialing the same number several times a day. Your fax unit calls the other unit at a preset time and transmits all documents stored in memory during the same call.

### Setting up the BATCH TX

1 Press "Program" key 3 times.

2 Press '5' of the Keypad. The message "5BATCH TX" is displayed briefly to confirm your selection.

3 Press the "One-Touch" key that you want to program.

Before you use the Batch feature, you have to program the telephone number for the one-touch key the display will show the number.

4 Enter the batch time using the Keypad then press the "Yes" key.

- If you want to cancel Batch TX, press the "No/Clear" key.
- Then press the "Yes" key.

# *Setting of TX Operations*

## **Closed Network TX**

If Closed Network TX is set to ON, you only can transmit a document to any destination registered in One Touch Dial, Speed Dial and Phone Book.

Closed Network TX provides a means of controlling machine communications. When transmitting an important document, avoiding transmission to the wrong destination.

You can not dial the fax number directly from the keypad.

1  Press the "Program" key 4 times.
    The display changes to the TX Operation mode.

2  Press '4' of the Keypad.
    The display now changes to the Closed Network TX mode

3  Press the "Left" or "Right Arrow" keys to select ON or OFF the closed Network, and press "Yes" key.

    This completes the setting for Closed Network TX.

4  Press the Panel Reset key, back to the initial state.
    The initial screen is displayed.

## *Header*

Header prints information on the paper at the receiving end, that identifies that you transmitted the document. The header appears at the top of each page in a document. It shows the senders name, page number, and the time of transmission.

1  Press the "Program" key 4 times.
    The display changes to the "TX OPERATION".

2  Press "6" on the keypad.
    The display now changes to the Header mode.

3  Press the "Left" or "Right Arrow" keys to select ON or OFF the Header function, then press the "Yes" key.

4  This completes the setting for Header.
    Press the Panel Reset key to return to the initial state.

# *Setting of RX Operations*

## *Memory RX Mode*

Memory RX Mode stores in memory the contents of a document received. The document is not printed unless the machine receives a print out command. This feature provides a means of controlling the documents received through fax. The print command may be a timer or password.

The print timer command causes the machine to start printing the document stored in memory when the specified time arrives. The password print command, on the other hand, causes the machine to start printing when a password is entered.

A print timer command can be used in combination with a password print command. When a print timer command has previously been defined and if you want a printout before the set time, you can enter the password to let the machine print the document earlier than the set time if a password print command has also been set.

### *Programming for Memory RX Mode*

1  Press the "Program" key 5 times.
   The display changes to the RX OPERATION.

2  Press '1' of the keypad.
   The display now changes to the Memory RX Mode.

3  Press the "Left" or "Right Arrow" keys to select the memory reception mode ON.

4  Check that ON is selected and then press the "Yes" key.

5  Setting print timer.

   • Using the Keypad, enter the on time (24-hour system) at which you want to receive into memory. For example: 3:05 p.m.
     Note:  If you do not want to set the print timer, press the "Yes" key, then the Memory RX mode is always on.

   • To change the on time, press the "No/Clear" key. Then, the display prompts you to enter the on time.

6  Using the keypad, enter the OFF time (24-hour system) at which you want a printout.

   • Press the "Yes" key.
   • To change the off time, press the "No/Clear" key. Then, the display prompts you to enter the OFF time.

7  Setting the password.

   • Using the Keypad, enter the password for Memory RX printout.

- A password is a 4-digit number ranging between 0000 and 9999. For example: 6237

8 Make sure that the correct password has been set, and then press the "Yes" key.

- If you want to change the password to another, press the "No/Clear" key, and enter a new password.
- The initial display is changed to the memory reception display.

### Changing Timer and Password

To change the time setting of the Timer and the registered password, turn OFF the Memory Reception mode. This will print out the received document stored in the memory and cancel the Memory reception mode.

Turn OFF the Memory Reception mode according to "Printing the Document Received by Memory RX Mode" and cancel the memory reception mode.

Reset the Memory Reception mode and enter the Timer and password.

### Printing the Document Received by Memory RX Mode

Your machine rings and receiving the document. To check that the document has been stored in memory.

1 Press the "Program" key 5 times.
   The display changes to the RX OPERATION.

2 Press '1' of the keypad.
   The display changes to the MEMORY RX Mode.

3 Press the "Left" or "Right Arrow" keys to select OFF, press "Yes" key.
   It will print out the document stored in memory, if no password has been set.

4 If a password has been programmed.
   Enter the set password from the Keypad. For example: 6237

5 Making sure that the programmed password has been entered, press "Yes" key.
   The machine now starts printing the document stored in memory.

### Memory Substitution Reception

When printing out the document by direct reception, if printing trouble (paper empty, paper jam) happens, reception is automatically changed from direct reception to memory reception.

This function to continue receiving the document is called the memory substitution reception function.

The document is automatically printed out later once the printing trouble is corrected.
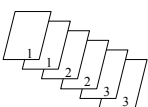
## *Two Page Print*

Two-Page Print prints two copies of a document received automatically. If you frequently make copies of documents received, it's a good idea to turn ON this feature.

Two sub-features are available:

- ON (Sorts by stacking like pages together)
- ON-SORT (Sorts by creating individual sets)
- When set to OFF, the received copies are printed just as received.

| Feature | Description |
|---|---|
| ON | Received               Copies of Print |
| ON (Sort) | Received               Copies of Print |
| OFF | Received               Copies of Print |

### *Setting this Function*

1 Press the "Program" key 5 times.
The display changes to the RX OPERATION.

2 Press '3' of the Keypad.

3 Press the "Left" or "Right Arrow" keys to select the desired sub-feature or turn off Two Page Print function.

4 Make sure that the correct setting has been made, and then press the "Yes" key.

## *Closed Network RX*

If Closed Network RX is set to ON, you only can receive a document from any party registered in One Touch Dial, Speed Dial and Phone Book.

Closed Network RX provides a means of controlling machine communications and avoiding unnecessary direct mail.

1   Press the "Program" key 5 times.
    The display changes to the RX OPERATION.

2   Press '6' of the Keypad.
    The display now changes to Closed Network mode.

3   Press the "Left" or "Right Arrow" keys to turn ON or OFF the CLOSED NETWORK RX function.

4   Check that the setting has been made correctly, then press the "Yes" key.

5   This completes the setting for CLOSED NETWORK RX.

    • Press the Panel Reset key.
    • The initial screen is displayed.

### *Footer*

Footer prints the date, time, reception control number and page number of the local machine on the received document.

By printing an Activity Report using the session number, you can identify where the document came from, when it came in and how many pages it was. The footer appears at the bottom of each page in a document.

**Setting Up the Footer**

1   Press the "Program" key 5 times.
    The display changes to the RX OPERATION.

2   Press "8" of the keypad.
    The display now changes to the Footer mode.

3   Press the "Left" or "Right Arrow" keys to turn ON or OFF the Footer function.

4   Check that the setting has been made correctly, then press the "Yes" key.

5   This completes the setting for Footer.

    • Press the "Reset" key.
    • The initial screen is displayed.

# *Enhanced Programming*

# *Chapter Overview*

This chapter provides information on:

# *Using the Enhanced Utilities (2)*

This Chapter explains the unmentioned "Program" key function in "Chapter 6 Using the Enhanced Utilities (1)", and illustrates the functions for which you can change the settings to suit your particular operating needs.

| Group | Setting Item | Detail |
|---|---|---|
| 1. Machine Setting | 1. Auto Reset | On/Off |
| | 2. Power Save Mode | Off Timer |
| | 3. Power Save | Disable/Enable |
| | 4. Print Density | Dark to Light (7 steps) |
| | 5. LCD Contrast | Dark to Light (4 steps) |
| | 6. Buzzer Volume | High/Low/Off |
| | 7. Remote Monitor | On/Off |
| | 8. Tray 1 Paper Size | LT/LG/HL |
| | 9. Paper Source | Select paper source |
| 2. Copy Setting | 1. Density/Photo | Auto/Manual/Photo |
| | 2. Auto Density | Dark to Light (3 steps) |
| | 3. Manual Density | Dark to Light (9 steps) |
| | 4. Density (ADF) | Mode 1/Mode2 |
| | 5. 2 IN 1 Mode | On/Off |
| | 6. Sort Mode | Sort/Non-Sort |
| 3 Dial Registration | 1. One-Touch Dial | One touch dial |
| | 2. Speed Dial | Speed Dial |
| | 3. Group Dial | Group Dial |
| | 4. Program Dial | Program Dial |
| | 5. Batch TX | Batch TX |

| Group | Setting Item | Detail |
|---|---|---|
| 4 TX Operation | 1. Scan Contrast | Dark to LIght (5 steps) |
| | 2. Resolution | Std/Fine/S-Fine/HT |
| | 3. Page Count TX | On/Off |
| | 4. Closed Network | On/Off |
| | 5. Default TX | Mem. TX/ADF TX |
| | 6. Header | On/Off |
| | 7. OT-Dial in Copy | Disable/Enable |
| 5. RX Operation | 1. Memory RX Mode | On (Time and Password)/ Off (Password) |
| | 2. No. of RIngs | 1-16 |
| | 3. Two Page Print | On/On/(Sort)/Off |
| | 4. Reduction RX | On/Off/Cut |
| | 5. Mailbox RX | ID No. |
| | 6. Closed Network | On/Off |
| | 7. RX Mode | Auto/Manual |
| | 8. Footer | On/Off |
| 6 Comm. Setting | 1. Tone/Pulse | Tone/Pulse (10pps/20pps) |
| | 2. Line Monitor | High/Low/Off |
| | 3. PSTN/PBX | PSTN/PBX (Pre-Fix No.) |
| 7 Reporting | 1. Activity Report | On/Off |
| | 2. Reserv. Report | On/Off |
| | 3. TX Result Report | On/Off |
| | 4. RX Result Report | On/Off |
| 8 Initial User Data | 1. Date & Time | Date & Time |
| | 2. User Fax No. | User Fax No. |
| | 3. User Name | User Name |

# *Machine Settings*

## *Setting AUTO RESET*

This function allows the machine to go back to initial mode automatically, when the machine is idle in copy operation mode or fax operation mode for a time period.

1 Press the "Program" key.
The message MACHINE SETTING appears.

2 Press "1" on the keypad.
Then a message appears briefly to confirm your selection.

3 Press the "Left" and "Right Arrow" keys to select ON or OFF as the default setting.

- Then press the "Yes" key.
- If you select ON, the display prompt the message for you to select the reset time interval (minutes).
- Press the "Left" or "Right Arrow" keys to select the desired interval.
- Then press the "Yes" key to accept this selection.

4 The MACHINE SETTING appears again, press the "No/Clear" key back to initiate state.

## *Setting POWER SAVE Mode*

This function allows the user to set their fax unit to automatically enter the power saving mode at a specific time.

1 Press the "Program" key then the message MACHINE SETTING appears.

2 Press "2" on the keypad.

- Then a message appears to confirm your selection.
- The setting of POWER OFF would make the different message appear.

3 Enter the time period you wish the machine to enter the Power Save Mode (1-120 minutes).

4 Press the "Yes" key to accept the value entered.

5 Press the "No/Clear" key to return to the initial state.

## *Setting POWER SAVE OFF*

This function allows the user to Power Save OFF, if you enable this setting the machine will not automatically enter power saving mode at a specified time.

1  Press the "Program" key then the message MACHINE SETTING appears.

2  Press "3"on the keypad. The message "3 POWER SAVE OFF" is displayed briefly to confirm your selection.

3  Press the "Left" or "Right Arrow" keys to select Disable or Enable as the default setting. Then press "Yes" key.

4  Press the "No/Clear" key, to return to the initial state.

## *Setting PRINT DENSITY*

Set the print density according to your needs. There are seven density levels ranging from Light to Dark.

1  Press the "Program" key.
The message MACHINE SETTING appears.

2  Press "4"of Keypad.
A message appears briefly to confirm your selection.

3  Press "Left" or "Right Arrow" keys to select the desired default density setting.

4  Press "Yes" key

5  Press "No/Clear" key, to return to the initial state.

## *Setting LCD CONTRAST*

Set the contrast of the Mesage Display according to your needs. There are four density levels ranging from Light to Dark.

1  Press the "Program" key. Then the message MACHINE SETTING appears.

2  Press "5" of Keypad. The message "5 LCD CONTRAST" is displayed briefly to confirm your selection.

3  Press the Arrow keys to select the desired contrast as default setting. Then press the "Yes" key.

4  Press "No/Clear" key, to return to the initial state.

## *Setting BUZZER VOLUME*

Use this to set buzzer volume to the suite level.

1 Press the "Program" key then the message MACHINE SETTING appears.

2 Press "6" of Keypad. The message "6 BUZZER VOLUME" is displayed briefly to confirm your selection.

3 Press the Arrow keys to select either HIGH, LOW or OFF and press "Yes" key

4 Press "No/Clear" key, back to the initial state.

| Choices Available | Description |
|---|---|
| HIGH | Buzzer Volume is set at the loudest setting available. |
| LOW | Buzzer Volume is set at the lowest available. |
| OFF | No sound will be heard. |
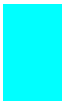
## *Setting REMOTE MONITOR*

This function allows service personnel to access the unit remotely. It is possible for the Service Representative to monitor and change machine settings. This allows them to fix your unit over telephone.

1 Press the "Program" key then the message MACHINE SETTING appears.

2 Press "7" of Keypad. A message appears briefly to confirm your selection.

3 Press the "Left" or "Right Arrow" keys to select ON or OFF as default setting and press "Yes" key.

4 The message prompt you to enter the 4-digit password.

5 Press "No/Clear" key, to return to the initial state.

## *Setting TRAY 1 PAPER SIZE*

(When optional Paper Feed Unit is installed)

This function allows you to choose the paper size in tray 1. Please set the paper size according to the paper placed in Paper Tray (TRAY1), otherwise, after first printing an error message appears. You should remove the paper and replace the paper with correct size in Paper Tray (TRAY1) again.

1 Press the "Program" key, then the message MACHINE SETTING appears.

2 Press "8" of Keypad. A message appears briefly to confirm your selection.

3 Press "Left" or "Right Arrow" keys to select Letter, Legal or Half-Letter as the default setting. (Half Letter is available when Tray 2 is installed.)

4 Press "Yes" key.

Note: Press "No/Clear" key, to return to the initial state.

## *Setting PAPER SOURCE*

This function allows you to specify the paper source for COPY operation and FAX operation. (When optional Paper Feed Unit is installed)

> Note:  Only paper tray with Letter and Legal are available for fax.

1  Press the "Program" key then the message MACHINE SETTING appears.

2  Press "9" of Keypad. The message "9 PAPER SOURCE"  is displayed briefly to confirm your selection.

3  Press the "Arrow" keys to select COPY or FAX or PRINTER.(PRINTER selection is available when the optional printer card is equipped).

4  Press "Yes" key, the next selection allows you to specify the paper source.

5  Press the "Arrow" keys to select Tray 1 or Tray 2 as the paper source for COPY and FAX operation.

For PRINTER operation the following selections are available.

| Choices Available | Description |
| --- | --- |
| AUTO | When tray 1 has legal size, this setting make your machine print out the paper according the received document size. |
| TRAY 1 | Select tray 1 for fax or copy operation, the next step allows you to choose FIXED or CONTINUOUS. |
| TRAY 2 | Select tray 2 for fax or copy operation, the next step allows you to choose FIXED or CONTINUOUS. |

Then press "Yes" key.

6  Press "Left" or "Right Arrow" keys to select FIXED or CONTINUOUS.

| Choices Available | Description |
| --- | --- |
| FIXED | When the paper tray is out of paper, stop the printing until the paper is replenished in the tray. |
| CONTINUOUS | When the paper tray is out of paper, continue the printing by the other tray if there is paper in the other tray. |

> Note:  Continuous Setting appears when paper size of Paper Tray (TRAY 1) is Letter

7  Press the "Yes" key.

8  Press "No/Clear" key, to return to the initial state.

# *Copy Setting*

This section describes the choice available in COPY SETTING menu.

## Setting DENSITY/PHOTO

1 Press the "Program" key 2 times, then the message COPY SETTING appears.

2 Press "1" of Keypad. A message appears briefly to confirm your selection.

3 Press the Arrow keys to select AUTO, MANUAL or PHOTO as default setting and press "Yes" key.

4 Press "No/Clear" key, back to the initial state.

## *Setting AUTO DENSITY*

Set density level of Automatic density adjustment.

1 Press the "Program" key 2 times, then the message COPY SETTING appears.

2 Press "2" of Keypad. A message appears briefly to confirm your selection.

3 Press the "Left" or "Right Arrow" keys to select the desired density as default setting and press "Yes" key.

4 Press "No/Clear" key, back to the initial state.

## *Setting MANUAL DENSITY*

Set initial value of manual density level.

1 Press the "Program" key 2 times to display the message COPY SETTING.

2 Press "3" of Keypad. The message "3 MANUAL DENSITY" is displayed briefly to confirm your selection.

3 Press the Arrow keys to select the desired density as default setting and press "Yes" key.

4 Press "No/Clear" key, to return to the initial state.

## Setting DENSITY(ADF)

Adjust the copy image density level when optional Automatic Document Feeder is installed. This setting will vary print density according to the type of originals frequently used.

| Setting | Description | Default |
|---------|-------------|---------|
| MODE 1 | When the standard original (text original) is used. | * |
| MODE 2 | To give better reproduction of a faint original. | |

1 Press the "Program" key 2 times to display the message COPY SETTING.

2 Press "4" of Keypad. A message is displayed briefly to confirm your selection.

3 Press the Arrow keys to select Mode 1 or Mode 2 as the default setting. Then press "Yes" key.

4 Press "No/Clear" key, to return to the initial state.

## Setting 2in1 MODE

Set the initial value of 2in1 function. It is possible to set when additional memory is installed.

1 Press the "Program" key 2 times then the display appears the message COPY SETTING.

2 Press "5" of Keypad. A message is displayed briefly to confirm your selection.

3 Press the "Left" or "Right Arrow" keys to select ON or OFF as default setting and press "Yes" key.

4 Press "No/Clear" key, to return to the initial state.

## Setting SORT MODE

Set the initial value of Sort function. It is possible to sort when additional memory and Paper Feed Unit are installed.

1   Press the "Program" key 2 times to display the message COPY SETTING.

2   Press "6" of Keypad. A message is displayed briefly to confirm your selection.

3   Press the Arrow keys to select SORT or NON-SORT as the default setting. Then press "Yes" key.

4   Press "No/Clear" key, to return to the initial state.

# More about TX Operation

This section describes the choice available in TX operation menu.

## Setting SCAN CONTRAST

There are five contrast levels that you can select depending on your original document. For documents with very fine or light characters, choose a lighter level.

1 Press the "Program" key 4 times. The message "TX OPERATION" is displayed.

2 Press "1" of Keypad. A message appears briefly to confirm your selection.

3 Press the Arrow keys to select the desired contrast as the default setting. Then press "Yes" key.

4 Press "No/Clear" key, back to the initial state.

## Setting RESOLUTION

To assure the best quality document, please set scanning resolution and contrast according to the requirements of your documents original.

1 Press the "Program" key 4 times. The message "TX OPERATION" is displayed.

2 Press "2" of Keypad. Then the following message appears briefly to confirm your selection.

3 Press the "Arrow" keys to select the desired resolution as default setting (Standard / Fine /Super Fine /Half Tone) and then press "Yes" key.

- If you select "H/F" then the message appears to ask the quality of Half tone, press the "Left" or "Right Arrow" keys to select the desired setting.
- Then press the "Yes" key to accept this selection.

4 Press "No/Clear" key, to return to the initial state.

## Setting PAGE COUNT TX

When Page Count TX is set to ON, before the transmission the original documents are scanned into memory and judged whether the pages are correct or not. This function is used to ensure the originals are not misfed from the Document Feeding Tray.

1 Press the "Program" key 4 times to display the message TX OPERATION.

2 Press "3" on the Keypad. A message is displayed briefly to confirm your selection.

3 Press the Arrow keys to select ON or OFF as default setting and press "Yes" key.

4 Press "No/Clear" key, to return to the initial state.

### *Using PAGE COUNT TX*

1 Place your document face up on the Document Feeding Tray.

2 Press the Copy/Fax key to switch to the Fax screen.
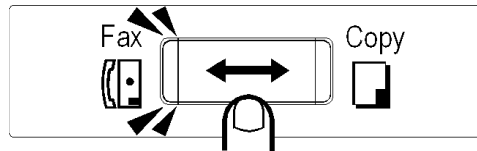


The display should show the message TX PAGE=.

3 Enter the page count of the document to be transmitted and press "Yes" key.

4 The display prompts you to enter the remote fax number.

5 Enter the fax number. Then press the "Start" key to transmit. Before dialing the number, the machine scans the documents into memory and counts the pages.

For example: the remote fax number is 12345

If the pages are equal to the number you have entered, it starts to dial and transmit them, otherwise, the message "WRONG PAGE COUNT" is displayed. Press "Stop" key, and go back to step 1, transmit again.

## Setting DEFAULT TX

This function is used to set the default TX mode of the fax unit. Two operations are available:

| Choices Available | Description |
|---|---|
| Memory TX | When set in this mode, documents are scanned into memory for transmission and dialing starts after the first pages is scanned (Quick TX). |
| ADF TX (Direct Transmission) | When set in this mode, documents are scanned for transmission after connection has been made to the receiving unit. (When the available memory is insufficient, please select ADF TX for a successful transmission)<br>If line is not available, the message LINE IS BUSY will be displayed. The facsimile will retry based on the number of redial attempts and intervals that were preset. |

1 Press the "Program" key 4 times then the display appears the message TX OPERATION.

2 Press "5" of Keypad. A message is displayed briefly to confirm your selection.

3 Press the "Left" or "Right Arrow" keys to select MEM. TX or ADF TX as the default setting. Then press "Yes" key.

4 Press "No/Clear" key, to return to the initial state.

## Setting OT-DIAL IN COPY

To prevent the copied original documents in Document Feeding Tray being transmitted when one-touch key is pressed, this function should be set to "Disable"

1 Press the "Program" key 4 times to display the message TX OPERATION.

2 Press "3" of Keypad. A message is displayed briefly to confirm your selection.

3 Press the "Left" or "Right Arrow" keys to select Disable or Enable as default setting and press "Yes" key.

4 Press "No/Clear" key, to return to the initial state.

# More about RX Operation

This section describes the choice available in RX operation menu.

## Setting No. of RINGS

The unit will answer an incoming call after the number of rings set in this menu.

1   Press the "Program" key 5 times to display the message RX OPERATION.

2   Press "2" of Keypad. A message appears briefly to confirm your selection.

3   Enter the desired number of rings as the default and press "Yes" key.

4   Press "No/Clear" key, back to the initial state.

    Note:   Number of rings is limited by country standard
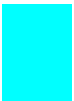
# Communication Setting

This section describes the choice available in Comm. Setting menu.

## Setting LINE MONITOR

Use this to set speaker volume while monitoring the fax activity.

1  Press the "Program" key 6 times to display the message COMM.SETTING.

2  Press "2" of Keypad. A message is displayed briefly to confirm your selection.

3  Press the "Left" or "Right Arrow" key to select either HIGH, LOW or OFF.

| Choices Available | Description |
|---|---|
| HIGH | Speaker Volume is set at the loudest setting. |
| LOW | Speaker Volume is set at the lowest asetting. |
| OFF | No sound will be heard. |

4  Press "Yes" key

5  Press "No/Clear" key, to return to the initial state.

# *Notes:*

# *Report Utilities*

# *Chapter Overview*

This chapter provides:

# *Using the Report Utilities*

## *TX/RX RESULT*

It is possible to indicate the past 60 records one by one. You can print the indicated communication result.

### *Displaying the TX/RX RESULT*

1 Press the "Report" key.

2 Press the "Yes" key into "TX/RX RESULT" selection.

3 Press the "Up Arrow" key to display the previous communication record and the "Down Arrow" key to display the next communication record.

For example: Press the "Up Arrow" key to display previous communication report.

# *Machine Counter*

Various counters are performed, the counters are displayed on the message display by using the Report function.

| Counter | Description |
|---|---|
| TOTAL PRINT | Total print pages since the machine has been installed are counted. Pick-up mistakes are not counted. Separation Jams and Fuser Jams are counted. |
| TOTAL SCAN | Total scanned pages since the machine has been installed are counted. |
| PM COUNTER | Total printed pages since PM part, transfer roller and fuser unit, has been changed are counted. Pick-up mistake is not counted.Separation Jams and Fuser Jams are counted. |
| TX PAGES | Total transmitted pages since the fax kit option has been installed are counted. |
| RX PAGES | Total received pages since the fax kit option has been installed are counted. |

## *Displaying the Counters*

1 Press the "Report" key to access the Report Utilities.

2 Press the "Report" key again, to acess the "MACHINE COUNTER" selection.

3 Press "Yes" key accept this selection.
The message display it shows the first counter of machine.

4 Use the Up or Down Arrow keys to display other counters.
For example: Press the Down Arrow key to display TOTAL SCAN counter.

5 After checking these counters, press "Yes" key to exit.

6 Press No/Clear key to return to the initial screen.

# *Printing Reports*

This machine is equipped with a report output function for various types of data. These features are detailed in "Chapter 9 Printing Reports."

| Report Name | Description |
|---|---|
| TX Result Report | Prints a list of the result of a transmission after it has been completed. |
| RX Result Report | Prints out a list of the results when receiving a confidential or multi-polling document, or when errors occur during reception. |
| Activity Report | Prints a list of results of the last 60 communications. |
| Memory Data List | Prints a list of the documents to be transmitted or Polling RX. |
| Memory Image Print | Prints the part of the image of a document stored in memory, which has yet to be transmitted. |
| One-Touch List | Prints a list of destinations that have been programmed for One-Touch Dial Keys. |
| Speed Dial List | Prints a list of the destinations, which have been programmed for the Speed Dial Keys. |
| Key Setting List | Prints a list of the settings made for Group Dial and Program Dial. |
| Machine Status List | Prints a list of current settings made for the Utility key |

## *Printing the Reports*

Example: To print Activity Report:

1 Press the "Report" key repeatedly to scroll through the menus until you reach "PRINT REPORT".

2 Press the "Yes" key to access this function. The first display is "TX RESULT REPORT".

3 Press the "Report" key to see the next report, do it until the "ACTIVITY REPORT" is displayed.

4 Press the "Yes" key to print out the Activity Report.

# *Notes:*

# *Printing Reports*

# *Chapter Overview*

This chapter provides information on:

# About the Reports

The machine prints various types of reports allowing you to check the communications results and the detail of settings.

| Report Name | Description | Printing | |
|---|---|---|---|
| | | Auto | Manual |
| One-Touch List | Prints a list of destinations that have been programmed for One-Touch Dial Keys. | X | O |
| Speed Dial List | Prints a list of the destinations that have been programmed for the Speed Dial Keys. | X | O |
| Key Setting List | Prints a list of the settings made for Group Dial and Program Dial. | X | O |
| Machine Status List | Prints a list of current settings made for the "Program" key. | X | O |
| TX Result Report | Prints a list of the result of a transmission after it has been completed. | O | O |
| RX Result Report | Prints out a list of the results when receiving a confidential or multi-polling document, or when errors occur during reception. | O | O |
| Activity Report | Prints a list of results of the last 60 communications. | O | O |
| Reservation Reports | Prints a list of the contents of reservations of Broadcast transmission and multi-polling reception. | O | X |
| Memory Data List | Prints a list of the documents to be transmitted or polling RX. | X | O |
| Memory Image Print | Prints the part of the image of a document stored in memory that has yet to be transmitted. | X | O |
| Backup RAM Error Report | Before turning OFF the power, prints a list of the utilities, etc., which were not stored in the Backup RAM because of memory error. | O | X |
| Lost Report | Print a list of documents whose data has been lost that was received in the memory. | O | X |
| Relay Broadcast report | After relay broadcast, machine will make a schedule to transmit the report. | X | O |

## *One Touch List*

1. Page number : 1 page

2. Output method: Using the Confirm utilities.

3. Record items:

   1 OT-No.  ---------------------------- One touch key number

   2 DESTINATION STATION ----- Destination name if name registered.

   3 DESTINATION NUMBER ----- Destination telephone number

   4 BATCH TIME --------------------- Batch TX time set.

   5 SPEED ----------------------------- Default transmission start speed

   6 SET DATE ------------------------ Date of last setting

   7 SUB-ADDRESS ------------------- The sub-address of the remote side location.

ONE TOUCH LIST
NAME:JONES
TEL :886 3 4733507
DATE:DEC.20.2000 15:00

| OT-NO. | DESTINATION STATION | DESTINATION  NUMBER | BATCH TIME | SPEED | SET DATE |
|---|---|---|---|---|---|
| OT-01 | TECOGER. | 002 44 3 5416789 | 16:00 | 14.4 | JAN.20.2000 |
| OT-02 | JONES  OSAKA | 0P00277 06 763 3118 (7) | 16:00 | 33.6 | FEB.20.2000 |
| OT-03 | JONES  USA | 0P00277 0722 953559 | 16:00 | 33.6 | JUN.20.2000 |
| OT-04 | PASSWORD | 021234569 | | 14.4 | JUL.20.2000 |
| OT-05 | PA GROUP | 5678 | | 14.4 | AUG.20.2000 |
| OT-06 | GROUP PC | | | | OCT.20.2000 |
| OT-07 | | 886 3 4733507 + | | 14.4 | DEC.20.2000 |
| OT-08 | PROGRAM | 02 4564390 | | 14.4 | DEC.20.2000 |
| OT-09 | PROGRAM | 07 4562346 | | 14.4 | DEC.20.2000 |
| (1) | (2) | (3) | (4) | (5) | (6) |

## *Speed Dial List*

List all registered speed dial number, record from 00 to 99.

1. Page number : 1~ 3 pages

2. Output method : Use the Confirm utilities. ⌉P 8-4

3. Record items:

   1 SP-No.------------------------------- Registered speed dial number

   2 DESTINATION STATION ------ Destination name if registered

   3 DESTINATION NUMBER ------ Destination telephone number

   4 SUB-ADDRESS -------------------- Remote side redial number

   5 SPEED ------------------------------ Transmission start speed

   6 SET DATE ------------------------- Date of last setting

Note:  1. Report speed dial number only if not registered.
2. Not to report blank number following last registered number

SPEED DIAL LIST
NAME:JONES
TEL :886 3 4733507
DATE:APR.10.2000 12:00

| SP-No. | DESTINATION STATION | DESTINATION  NUMBER | SPEED | SET DATE |
|---|---|---|---|---|
| SP-OO<br>SP-01 | 12345678901234<br>567890<br>ABC  OSAKA | 886 3 4733122 SUB:3522 (4)<br>0P 0077  06  763 3118 | 14.4<br>33.6 | JAN.20.2000<br>FEB.20.2000 |
| SP-02<br>SP-O3 | ABC  ATLANTA<br>MLT  SENRI<br>CENTER | 0P 03 3475  5228<br>0P 0077 06 874 1331 | 14.4<br>33.6 | JAN.20.2000<br>FEB.20.2000 |
| SP-04<br>SP-05 | HINA AIRLINE<br>FAR EAST AIRLINE | 886 6 5763490<br>06 4654320 | 14.4<br>33.6 | JAN.20.2000<br>JAN.20.2000 |
| SP-07<br>SP-08 | TAI AIRLINE.<br>TAICHUNG | 05 3498654 | 33.6 | JAN.20.2000<br>JAN.20.2000 |
| (1) | (2) | (3) | (5) | (6) |

## *Key Setting List*

List group dial, and all "Program" key functions. The program key function included.
- BROADCAST
- TIMER TX
- MAILBOX TX
- POLLING RX
- RELAY INITIATE

1. Page number :1~ 36 pages

2. Output method : Use the Confirm utilities. P 8-4

3. Record items:

   1 KEY-NO. ------------------------- One touch key number

   2 TIMER ---------------------------- Time to transmission or polling

   3 FUNCTION ----------------------- Function name as below:
   - BROADCAST
   - TIMER TX
   - MAILBOX TX
   - POLLING RX
   - RELAY INITIATE

   4 No. -------------------------------- Location number sequence

   5 DESTINATION STATION ----- Destination name/destination number

NAME:JONES
TEL :3 4733507
DATE:APR.10.2000 15:00

| KEY-NO. | TIMER | FUNCTION | No. | DESTINATION STATION |
|---|---|---|---|---|
| OT-01 | | GROUP | 01 | OT-00   JONES  TAIPEI<br>886 3 4562345 &5623095866 |
| | | | 02 | OT-02   JONES  TAINAN<br>02 4833445 |
| | | | 03 | OT-03   NBC HONGKONG<br>002 85 3 4562345 |
| | | | 04 | OT-04   JONES DALLAS<br>002 1 4089345678 SUB:1234 |
| OT-02 | | none | | |
| (1) | (2) | (3) | (4) | (5) |

## *Machine Status List*

1. Page number : 2 page

2. Output method : Use the Confirm utilities. P 8-4

3. Record items:

   1 MACHINE SETTING

   2 COPY SETTING

   3 DIAL REGISTRATION

   4 TX OPERATIONS

   5 RX OPERATION

   6 COMM. SETTING

   7 REPORTING

   8 INITIAL USER DATA

   9 OTHER STATUS ---------------- Copier memory, printer kit installed or memory, Fax memory, page counters.

NAME:

TEL :

DATE:JAN.30.2000 23:01

**MANCHINE SETTING(1)**

| | |
|---|---|
| AUTO RESET | ON        1 min (0.5-4) |
| POWER SAVE MODE | SET TIME = 015   min (1-120) |
| POWER SAVE OFF | DISABLE |
| PRINT DENSITY | DARK         LIGHT |
| LCD CONTRAST | DARK       LIGHT |
| BUZZER VOLUME | LOW |
| REMOTE MONITOR | OFF |
| TRAY1 PAPER SIZE | LETTER |
| COPY PAPER SOURCE | TRAY1        (CONTINUOUS) |
| FAX PAPER SOURCE | TRAY1        (FIXED) |
| PRINTER PAPER SOURCE | AUTO |

**COPY SETTING(2)**

| DENSITY/PHOTO | AUTO |
|---|---|
| AUTO DENSITY | NORMAL |
| MANUAL DENSITY | DARK            LIGHT |
| DENSITY(ADF) | MODE 1 |
| 21N1 MODE | OFF |
| SORT MODE | SORT |

**DIAL REGISTRATION(3)**

| ONE  TOUCH OR GROUP  DIAL | 0/27          Reserved |
|---|---|
| SPEED  DIAL | 000/100     Reserved |
| PROGRAM  DIAL | (24) : GROUP   (25) : none    (26)  : none (27) : none |
| BATCH TX | 00/27 |

**TX OPERATIONS (4)**

| SCAN CONTRAST | DARK   LIGHT |
|---|---|
| RESOLUTION | STANDARD |
| PAGE COUNT TX | OFF |
| CLOSED NETWORK TX | OFF |
| DEFAULT TX | MEMORY  TX |
| HEADER | ON |
| OT-DIAL IN COPY | DISABLE |

**RX OPERATIONS (5)**

| MEMORY RX MODE | OFF | | |
|---|---|---|---|
| No. OF RINGS | 2 | | |
| TWO PAGE PRINT | OFF | | |
| REDUCTION RX | ON | | |
| MAILBOX RX | (0) ID: none | | (5) ID = none |
| | (1) ID: none | | (6) ID = none |
| | (2) ID: none | | (7) ID = none |
| | (3) ID: none | | (8) ID = none |
| | (4) ID: none | | (9) ID = none |
| CLOSED NETWROK RX | OFF | | |
| RX MODE | AUTO | | |
| FOOTER | OFF | | |

**COMM. SETTING (6)**

| TONE/PULSE | TONE |
|---|---|
| LINE MONITOR | LOW |
| PSTN/PBX | PSTN |

**REPORTING (7)**

| ACTIVITY REPORT | ON |
|---|---|
| RESERVATION REPORT | OFF |
| TX RESULT REPORT | OFF |
| RX RESULT REPORT | OFF |

### INITIAL USER DATA (8)

| SET DATE | JAN.30.2000 23:01 |
|---|---|
| USER FAX NO. | |
| USER NAME | |

### OTHER STATUS (9)

| COPIER MEMORY | 40 M |
|---|---|
| FAX MEMORY | 3 M |
| PRINTER CARD | none |
| PRINTER MEMORY | none |
| TX/RX  TOTAL PAGES | TX :000000,  RX :000000 |
| USER  PAGE COUNTER | SCAN :000000,FAX PRINT 000000,COPY PRINT:000000,PC PRINT:000000<br>TONER:000000 |

## TX Result Report

1. Page number : 1 ~ 5 pages

2. Output method: Print out automatically or set by user setting after communication or use Report utilities manual printing.

3. Report items:

   1 SESSION ---------------------------------- Session number

   2 FUNCTION --------------------------------Function name as below:

   1.TX            2. BROADCAST     3. POLLING TX      4. TIMER TX     5. RX

   6. POLLING RX      7. MAILBOX TX     8. MAILBOX RX      9. RELAY INIT.

   10. RELAY REP.TX

   3 No.------------------------------------------- Location number sequence

   4 DESTINATION STATION --------------- Destination name/telephone number

   5 DATE/TIME ------------------------------- Communication date/time

   6 PAGE ---------------------------------------- Total page number

   7 DURATION ------------------------------- Communication interval

   8 MODE -------------------------------------- ECM mode or G3 mode

   9 RESULT ------------------------------------- Communication result for each tries

4. Print out format

   ADF -------------- Report without image appended at the report page.

   MEMORY ------ Print 1$^{st}$ page at upper half page with vertical reduction followed by reports. (Please reference Memory Image Print

### 1. TX COMPLETELY TO SIGNLE LOCATION
NAME :JONES
TEL:886 3 4733507
DATE:APR.10.2000 12:00

| SESSION | FUNCTION | No. | DESTINATION STATION | DATE | TIME | PAGE | DURATION | MODE | RESULT |
|---------|----------|-----|---------------------|------|------|------|----------|------|--------|
| 0001 | TX | 001 | JONES TAIPEI 03 4733111 | APR.18 | 20:02 | 003 | 00h02min 21s | ECM | OK |
| (1) | (2) | (3) | (4) | (5) | | (6) | (7) | (8) | (9) |

**2. TX NOT COMPLETELY FOR SIGNLE LOCATION**

NAME:JONES

TEL :886 3 4733507

DATE:APR.10.2000 12:00

| SESSION | FUNCTION | No. | DESTINATION STATION | DATE | TIME | PAGE | DURATION | MODE | RESULT |
|---|---|---|---|---|---|---|---|---|---|
| 0001 | TX | 001 | JONES TAIPEI 3 4733507 | APR.18 | 18:00 | 003 | 00h02min21s | ECM | NG |
| | | | 0021:ERROR DURING TX | | | | | | |

**3. TX COMPLETELY FOR SIGNLE LOCATION BUT SOME PAGE ERROR LINE OVER SPECIFICATION**

NAME:JONES

TEL :886 3 4733507

DATE:APR.10.2000 12:00

| SESSION | FUNCTION | No. | DESTINATION STATION | DATE | TIME | PAGE | DURATION | MODE | RESULT |
|---|---|---|---|---|---|---|---|---|---|
| 0001 | TX | 001 | JONES TAIPEI 3 4733126 | APR.18 | 18:00 | 010 | 00h02min21s | G3 | OK |
| | | | NG PAGE :1,3,5,7, | | | | | | |

### 4. TX COMPLETELY FOR MULTI-LOCATION

NAME:JONES

TEL :886 3 4733509

DATE:APR.10.2000 12:00

| SESSION | FUNCTION | No. | DESTINATION STATION | DATE | TIME | PAGE | DURATION | MODE | RESULT |
|---------|----------|-----|---------------------|------|------|------|----------|------|--------|
| 0001 | BROADCAST | 001 | JONES TAIPEI 2 4231236 | APR.18 | 20:02 | 003 | 00h02min21s | ECM | OK |
| | | 002 | JONES TAOYUAN 3 4211232 | APR.18 | 20:05 | 003 | 00h01min04s | ECM | OK |
| | | 003 | NBC IPO 02 8324126 | APR.18 | 20:07 | 003 | 00h00min45s | G3 | NG 0021 |
| | | 004 | JONES TAIPEI 2 4231236 | APR.18 | 20:02 | 003 | 00h02min21s | ECM | OK |
| | | 005 | JONES TAOYUAN 3 4211232 | APR.18 | 20:05 | 003 | 00h01min04s | ECM | OK |
| | | 006 | NBC IPO 02 8324126 | APR.18 | 20:07 | 003 | 00h00min45s | G3 | OK |

## *RX Result Report*

1. Page number : 1 ~ 5 pages

2. Output method : Print out automatically or by user setting after communication.

3. Report items:

   1 SESSION ----------------------------------- Session number

   2 FUNCTION ---------------------------------- Function name

   3 No.----------------------------------------- Total location number

   4DESTINATION STATION --------------- Destination name/telephone number

   5 DATE/TIME --------------------------------- Communication date/time

   6 PAGE ---------------------------------------- Total received page number

   7 DURATION --------------------------------- Communication interval

   8 MODE (*)-------------------------------------ECM mode or communication speed

   9 RESULT(*)----------------------------------- Communication result

   (*): This items same as TX result report

**1. RX COMPLETELE REPOERT**

NAME:JONES
TEL :2770777
DATE:DEC.10.2000 12:00

| SESSION | FUNCTION | No. | DESTINATION STATION | DATE | TIME | PAGE | DURATION | MODE | RESULT |
|---------|----------|-----|---------------------|------|------|------|----------|------|--------|
| 0002 | RX | 01 | JONES 886 3 4733126 | APR.18 | 17:02 | 002 | 00h02min21 s | ECM | OK |
| (1) | (2) | (3) | (4) | (5) | | (6) | (7) | (8) | (9) |

**2. RX ERROR REPORT**

NAME:JONES
TEL :886 3 4733507
DATE:APR.10.2000 12:00

| SESSION | FUNCTION | No. | DESTINATION STATION | DATE | TIME | PAGE | DURATION | MODE | RESULT |
|---------|----------|-----|---------------------|------|------|------|----------|------|--------|
| 0001 | RX | 01 | JONES TAIPEI | APR.18 | 18:00 | 000 | 00h02min21 s | ECM | NG |
| | | | 0021: ERROR DURING RX | | | | | | |

**2. TX NOT COMPLETELY FOR SIGNLE LOCATION**

NAME:JONES

TEL :886 3 4733507

DATE:APR.10.2000 12:00

| SESSION | FUNCTION | No. | DESTINATION STATION | DATE | TIME | PAGE | DURATION | MODE | RESULT |
|---|---|---|---|---|---|---|---|---|---|
| 0001 | TX | 001 | JONES TAIPEI 3 4733507 | APR.18 | 18:00 | 003 | 00h02min 21s | ECM | NG |
| | | | 0021:ERROR DURING TX | | | | | | |

**3. TX COMPLETELY FOR SIGNLE LOCATION BUT SOME PAGE ERROR LINE OVER SPECIFICATION**

NAME:JONES

TEL :886 3 4733507

DATE:APR.10.2000 12:00

| SESSION | FUNCTION | No. | DESTINATION STATION | DATE | TIME | PAGE | DURATION | MODE | RESULT |
|---|---|---|---|---|---|---|---|---|---|
| 0001 | TX | 001 | JONES TAIPEI 3 4733126 | APR.18 | 18:00 | 010 | 00h02min21s | G3 | OK |
| | | | NG PAGE :1,3,5,7, | | | | | | |

**4. TX COMPLETELY FOR MULTI-LOCATION**
NAME:JONES
TEL :886 3 4733509
DATE:APR.10.2000 12:00

| SESSION | FUNCTION | No. | DESTINATION STATION | DATE | TIME | PAGE | DURATION | MODE | RESULT |
|---|---|---|---|---|---|---|---|---|---|
| 0001 | BROADCAST | 001 | JONES TAIPEI 2 4231236 | APR.18 | 20:02 | 003 | 00h02min21s | ECM | OK |
| | | 002 | JONES TAOYUAN 3 4211232 | APR.18 | 20:05 | 003 | 00h01min04s | ECM | OK |
| | | 003 | NBC IPO 02 8324126 | APR.18 | 20:07 | 003 | 00h00min45s | G3 | NG 0021 |
| | | 004 | JONES TAIPEI 2 4231236 | APR.18 | 20:02 | 003 | 00h02min21s | ECM | OK |
| | | 005 | JONES TAOYUAN 3 4211232 | APR.18 | 20:05 | 003 | 00h01min04s | ECM | OK |
| | | 006 | NBC IPO 02 8324126 | APR.18 | 20:07 | 003 | 00h00min45s | G3 | OK |

## *Activity Report*

1. Page number: 1~2 pages
   Output method: Prints out automatically after communication reaches the 60th record or can be manually printed by using the Report utilities.

2. Report items:

   1 No.: Sequence number

   2 Session: Session number

   3 Date/Time: Communication date/time

   4 TX/RX: Transmission or reception

   5 Destination Station: Destination name/telephone number
   > Record the most significant 20 digits telephone number

   6 Page: Total pages received

   7 Duration: Communicaiton time

   8 Mode: ECM mode or G3 mode

   9 Result: Communicaiton result

ACTIVITY REPORT

NAME: Jones

TEL: 886 3 473507

DATE: APR10, 2000 12:00

| NO. | SESSION | DATE | TIME | TX/RX | DESTINATION STATION | PAGE | DURATION | MODE | RESULT |
|-----|---------|------|------|-------|---------------------|------|----------|------|--------|
| 01 | 0001 | SEP. 17 | 07:23 | TX--- | JONES OSAKA 886 3 4733507 | 002 | 00ho1min25s | ECM | OK |
| 02 | 0002 | SEP. 17 | 08:36 | TX--- | JONES TOKYO 03 3351 3514 | 011 | 00h21min07s | ECM | OK |
| 03 | 0003 | SEP. 18 | 10:54 | ---RX | MLT 0258 36 5874 | 005 | 00h05min10s | ECM | OK |
| 04 | 0004 | SEP 19 | 15:21 | ---RX | NBC 03 3421 2541 | 001 | 00h1min10s | ECM | OK |
| (1) | (2) | (3) | | (4) | (5) | (6) | (7) | (8) | (9) |
| 58 | 0058 | SEP 21 | TX--- | 11:38 | CITY BANK 0722 41 9521 | 001 | 00h02min06s | ECM | OK |
| 59 | 0059 | SEP 21 | TX--- | 11:38 | CITY BANK 0722 41 9521 | 001 | 00h02min06s | ECM | OK |
| 60 | 0060 | SEP 21 | TX--- | 11:38 | CITY BANK 0722 41 9521 | 001 | 00h02min06s | ECM | OK |
| | | Total | | TX | ------------ | 00044 | 00h13min58s | --- | --- |
| | | | | RX | ----------- | 00016 | 00h13min58s | --- | --- |

## *Reservation Reports*

1. Page number: 1~5 pages
2. Ouput method: Prints out automatically after setup complete
3. Report items:

   1 SESSION: Session number

   2 FUNCTION: Function

   3 No.: Location number

   4 DESTINATION STATION: Destination name/telephone number

   5 DATE: Setup date/date to dial

   6 TIME: Time to dial

   7 PAGE: Total page number for this session

### 1. BROADCAST RESERVATION REPORT

NAME: JONES

TEL: 886 3 4733507

DATE: APR 10, 2000 12:00

| SESSION | FUNCTION | NO. | DESTINATION STATION | DATE | TIME | PAGE |
|---------|----------|-----|---------------------|------|------|------|
| 0001 | BROADCAST | 001 | OT-01 JONES TAIPEI<br>2 4543298 | SEP 10 | 20:00 | 003 |
| | | 002 | OT-02　　JONES USA<br>00214089450587 | | | |
| | | 003 | OT-03　JONES TOKYO<br>002 81 3 4321325 | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

### 2 POLLING RESERVATION REPORT

NAME: JONES

TEL: 886 3 4733507

DATE: APR 10, 2000 12:00

| SESSION | FUNCTION | NO. | DESTINATION STATION | DATE | TIME |
|---------|----------|-----|---------------------|------|------|
| 0001 | POLLING TX | 001 | OT-01 JONES TAIPEI<br>8842345　　POLLING ID=1234 | SEP 10 | 20:00 |
| | | 002 | OT-02　　JONES USA<br> 8456709　POLLING ID = | | |
| | | 003 | <br>002P47335508 | | |
| 1 | 2 | 3 | 4 | 5 | 6 |

## *Memory Data List*

1. Page number :  More than one page

2. Output method :  Use the Confirm utilities.

3. Report items:

   1 SESSION  ---------------------------------- Session number

   2 FUNCTION ----------------------------------Function

   3 TIME ---------------------------------------- Time to transmission

   4 No.-------------------------------------------- Total location number

   5 DESTINATION STATION ----------------Destination name/telephone number

   6 PAGE -------------------------------------------Total page number for this session

   Note:  Page not reported for polling operation.

   Note:  This report is not printed when a job is not in memory, display shows *NONE*  on machine.

NAME:JONES
TEL :886 3 4733507
DATE:APR.10.2000 12:00

| SESSION | FUNCTION | TIME | No. | DESTINATION  STATION | PAGE |
|---------|----------|------|-----|----------------------|------|
| 0001 | BROADCAST | 18:00 | 001 | SP-22   JONES  TAIPE<br>         02 3465890 SUB:12345678 | 012 |
|      |          |       | 002 | SP-03   JONES  TAINAN<br>         03 4523859 | |
|      |          |       | 003 | SP-10   NBC<br>         02 4575349 | |
| 0002 | TX | 18:30 | | SP-33   SOMETHING GOOD (USER)<br>         002 46 565423123 | 003 |
| 0003 | TX | 19:00 | | SP-34   ACER<br>         02 4543219 | 001 |
| 0004 | POLLING RX | 20:30 | 001 | SP-35   CREATIVE<br>         04 3346778 | 007 |
|      |          |       | 002 | SP-43   SANYO<br>         02 3454329 | |
| (1) | (2) | (3) | (4) | (5) | (6) |

## *Memory Image Print*

Print out 1<sup>st</sup> page image in memory and location information

1. Page number:  More than one page.

2. Output method: Use the Confirm utilities.

3. Report parts:

    1 Image part:

    Print reduction of1<sup>st</sup> page of document at upper part of 1<sup>st</sup> page followed by report for each location. The reduction ratio is base on document length.

    2 Report items:

    1 SESSION  -------------------------------------Session number

    2FUNCTION ----------------------------------Function

    3 No.---------------------------------------------Total number of locations for this session

    4 DESTINATION STATION ----------------Destination name/telephone number

    5 DATE-------------------------------------------Setup up date/date to dial

    6 TIME --------------------------------------------Time to transmit

    7 PAGE ------------------------------------------Total number of pages for this session

    8 POLLING ID ----------------------------------Password for polling TX file in memory

    Note:  Rduction for the image part is on vertical only.

    Note:  In case of mailbox TX, image is not printed on this report. It prints only the reservation table.

**MEMORY IMAGE PRINT**
NAME:
TEL :886 3 4733507
DATE:APR.12.2000 21:04

| SESSION | FUNCTION | No. | DESTINATION  STATION | DATE | TIME | PAGE |
|---------|----------|-----|----------------------|------|------|------|
| 0001 | BROADCAST | 001 | OT-01 JONES  TAIPEI<br> 886 2 3456305 &4569 | OCT. 26 | 20:02 | 003 |
| | | 002 | OT-03 JONES  TAINAN<br>03 4733495 | | | |
| | | 003 | OT-04 NBC<br>02 9945762 | | | |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |

## WHEN FUNCTION IS POLLING TX

```
                                                    September 1, 1986


                    Mr. Henry R. Bevis
                    Director of Personnel Relations
                    17 S.E. Bedford Street
                    St. Louis, Missouri


                    Dear Mr. Bevis:

                         Thank you for your interest in our Employee Aptitude
                    Survey.  Development of this new system of manpower
                    evaluation has taken more than five years.  Comprehensive
                    research in a variety of industrial firms and educational
                    institutions has yielded excellent results.  The survey
                    is designed to meet the special requirements of industrial
                    employment testing and appears to be equally suited for
                    use in programs of employee selection and placement as
                    well as personal counseling situations.

                         A bulletin is enclosed in which you will find a brief
                    description of the tests and technical information
                    concerning their development and use.  You may obtain more
                    detailed information, including validity data, reliability,
                    and interpretation by ordering specimen sets of the test
                    materials.  There is a nominal charge of $2.50 to cover
                    postage and handling.  A Specimen Set Order Form and return
                    envelope are enclosed for your convenience.

                         I know you will find our product easy to administer
                    and comprehensive in scope.  Our program gives you every-
                    thing needed for rapid implementation in your work place.
                    Our staff of professionals is ready to provide 'by phone'
                    or 'on site' assistance during and after implementation.
                    Do not hesitate to call if you have any immediate concerns.
                    I look forward to serving you in the near future.


                    Yours very truly,



                    Max Steadler
                    President

                    MS:cm
```

NAME

TEL :886 3 4733507

DATE:APR.12.2000 21:04

| SESSION | FUNCTION | NO. | POLLING ID | DATE | PAGE |
|---------|----------|-----|------------|------|------|
| 8001 | POLLING TX | 001 | 1234 | OCT. 26 | 003 |
| | | | (8) | | |

## Backup RAM Error Report

This unit will print out report after power on if system static RAM error cause by unexpected result or life of the battery is reduced.

1. Page number :  One page

2. Output method :  Print out automatically if SRAM fails after power on

**BACKUP  RAM ERROR  REPORT**

LIST OF BACKUP RAM DATA
NAME:
TEL :
DATE:JAN.30.2000 23:03

| ITEM | | RESULT |
|---|---|---|
| MACHINE SETTING DATA | AUTO RESET | ON |
| | POWER SAVE MODE | SET TIME = 15min |
| | POWER SAVE OFF | DISABLE |
| | PRINT DENSITY | NORMAL |
| | LCD CONTRAST | NORMAL |
| | BUZZER VOLUME | LOW |
| | REMOTE MONITOR | OFF |
| | TRAY1 PAPER SIZE | A4 |
| COPY SETTING DATA | DENSITY/PHOTO | AUTO |
| | AUTO DENSITY | NORMAL |
| | MANUAL DENSITY | NORMAL |
| | DENSITY(ADF) | MODE 1 |
| | 2 in1 MODE | OFF |
| | SORT MODE | SORT |
| DIAL  REGISTRATION | ONE  TOUCH  DIAL (BATCH TX) | LOST |
| | SPEED  DIAL | LOST |
| | PROGRAM  DIAL | LOST |
| TX  OPERATION  DATA | SCAN CONTRAST | NORMAL |
| | RESOLUTION | STARDARD |
| | PAGE  COUNT  TX | OFF |

| | | CLOSED NETWORK | OFF |
|---|---|---|---|
| | | DEFAULT TX | MEM. TX |
| | | HEADER | ON |
| | | OT-DIAL IN COPY | DISABLE |
| RX  OPERATION  DATA | | MEMORY  RX  MODE | OFF |
| | | NO. OF  RINGS | 2 |
| | | TWO  PAGES PRINT | OFF |
| | | REDUCTION  RX | ON |
| | | MAILBOX RX | NONE |
| | | CLOSED NETWORK RX | OFF |
| | | RX MODE | AUTO |
| | | FOOTER | OFF |
| COMM. SETTING DATA | | TONE/PULSE | TONE |
| | | LINE MONITOR | OFF |
| | | PSTN/PBX | PSTN |
| REPORTING DATA | | ACTIVITY REPORT | ON |
| | | RESERVATION REPORT | OFF |
| | | TX  RESULT  REPORT | OFF |
| | | RX RESUT REPORT | OFF |
| INITIAL  USER  DATA | | SET DATE | LOST |
| | | USER  FAX  NO. | LOST |
| | | USER  NAME | LOST |

## *Lost Report*

When backup DRAM for image memory is lost because out of backup time, the files are deleted. After power on the machine prints out report automatically. Machine will print out Lost Report for TX/RX respectively.

- Lost Report for TX-------If there are Memory TX documents or reports stored in memory, after you turn off machine, the data in memory would disappear. After you turn on the machine, it prints out TX Lost Report for data lost.
- Lost Report for RX-------- If there are RX documents stored in memory, after you turn off machine, the data in memory would disappear. After you turn on the machine, it prints out RX Lost Report for data lost. Tthe print out format is the same as Activity Report.

**Lost Report for TX**

LOST REPORT

WARNING MESSAGE

System power off time: JAN.01.2000 20:00

System power on  time: JAN.01.2000 21:00

The DRAM is lost during the period of power off time. The TX job or report in memory may be lost. So you need to TX the document again or check information from Activity Report.

**Lost report for RX**

LIST OF LOST RX DOCUMENT.

NAME: ABC

TEL  :   0123456

DATE:JAN.01.2000 05:20

| No | SESSION | DATE | TIME | TX/RX | DESTINATION STATION | PAGE | DURATION | MODE |
|----|---------|------|------|-------|---------------------|------|----------|------|
| 01 | 0001 | SEP. 17 | 07:23 | ---RX | 886 3 4733507 | 002 | 00h01min25s | ECM |
| 02 | 0002 | SEP. 17 | 08:36 | ---RX | 03 3351 3514 | 011 | 00h21min07s | ECM |
| 03 | 0003 | SEP. 18 | 10:54 | ---RX | 00 1234567 | 005 | 00h05min10s | ECM |

## *Relay Broadcast Report*

After relay broadcast the machine makes a schedule to transmit the report.

1. Page number : 1 ~ 2 pages

2. Output method : print out automatically or after relay broadcast

3. This report also is sent to specified location.

4. Report items:

    1 SESSION  ---------------------------------- Session number

    2 FUNCTION --------------------------------Function name

    3 No.---------------------------------------------Location number sequence

    4 DESTINATION STATION ---------------Destination name/telephone number

    5 DATE/TIME --------------------------------Communication date/time

    6 PAGE -------------------------------------------Total page number

    7 RESULT(*)----------------------------------Communication result for each tries

    (*) Upper line report ok or NG, low line report error code

**RELAY BROADCAST REPORT**

.. INITIATE STATION
   NAME:LANIER
   TEL :886 3 4733509
.. RELAY STATION
   NAME:LENIER
   TEL :886 3 4733509
   DATE:APR.10.2000 12:00

| SESSION | FUNCTION | No. | DESTINATION STATION | DATE | TIME | PAGE | RESULT |
|---------|----------|-----|---------------------|------|------|------|--------|
| 0001 | TX | 001 | TECO  TAIPEI 2 4231236 | APR.18 | 20:02 | 003 | OK |
| | | 002 | TECO  TAOYUAN 3 4211232 | APR.18 | 20:05 | 003 | OK |
| | | 003 | IBM IPO 02 8324126 | APR.18 | 20:07 | 003 | NG 0021 |
| | | 004 | TECO  TAIPEI 2 4231236 | APR.18 | 20:02 | 003 | OK |
| | | 005 | TECO  TAOYUAN 3 4211232 | APR.18 | 20:05 | 003 | OK |
| | | 006 | IBM IPO 02 8324126 | APR.18 | 20:07 | 003 | NG 0021 |
| | | 010 | TECO  TAIPEI 2 4231236 | APR.18 | 20:02 | 003 | OK |
| | | 011 | TECO  TAOYUAN 3 4211232 | APR.18 | 20:05 | 003 | OK |
| | | 012 | IBM IPO 02 8324126 | APR.18 | 20:07 | 003 | NG 0021 |
| | | 013 | TECO  TAIPEI 2 4231236 | APR.18 | 20:02 | 003 | OK |
| (1) | (2) | (3) | (4) | (5) | | (6) | (7) |

# *Printing a Report*

A report can be automatically printed when t"AUTO" is the setting, or manually printed at any time you need.

## *Automatic Printing the Report (Setting by Program key)*

The following reports can be set to Auto printing or Manual printing by Program function. When the Auto-Printing is set to ON, the report is printed automatically when printing conditions are met; when the auto printing is set to OFF, you must use the Report utilities to print the desired report.

| Report Name | Description |
|---|---|
| Activity Report | Prints a list of results of the last 60 communications. |
| Reservation Report | Prints a list of the contents of reservations of Broadcast transmission and multi-polling reception. |
| TX Result Report | Prints a list of the result of a transmission after it has been completed. |
| RX Result Report | Prints out a list of the results when receiving a confidential or multi-polling document, or when errors occur during reception. |

Note: There is no need to set auto printing for following reports. They are automatically printed when printing conditions are met.

| Report Name | Description |
|---|---|
| Relay Broadcast Report | After relay broadcast, machine will make a schedule to transmit the report. |
| Lost Report | Prints a list of thedocuments whose data was lost that was received in memory |
| Backup RAM Error Report | Before turning OFF the power, prints out a list of the SET utilities, etc., which were not stored in the Backup RAM because of memory error. |

### *Setting Up this Function*

For example: Setting automatic TX Result Report printing

1 Press the "Report" key 7 times to display REPORTING.

2 Press '3' of keypad.
A message is displayed briefly to confirm your selection.

3 Press the "Left" or "Right Arrow" keys to select ON as the default setting and press the "Yes" key.

4 Press the "Reset" key, to return to the initial state.

## *Manual Printing of Reports*

The Report Utilities allow users to print some reports at anytime when needed.

# *Notes:*

# *PC Connection*

# *Chapter Overview*

This chapter provides information on:

- "Twain Interface" on page 10-1
- "Installing the TWAIN Driver" on page 10-1
- "Scanning Control Window" on page 10-1
- "Class 1 interface" on page 10-4
- "Scanning an Image" on page 10-3
- "Setting up Class 1" on page 10-4

# *TWAIN Driver Option*

The TWAIN software enables your PC to import scanned images from your machine unit into your software application. This powerful utility works with Windows 95/98 and Windows NT.

## *Twain Interface*

A serial port (RS232C) connection is required for this option. Auto baud rate between PC and the machine is 19200 or 38400 bps.

- PC end: in conformance with your PC
- Machine end: 9-pin D-SUB male.

## *Installing the TWAIN Driver*

- Insert the driver disk in the disk drive.
- Click setup.exe to start the installation.
- Follow the directions.
- When the driver has been installed, restart your PC.

## *Scanning Control Window*
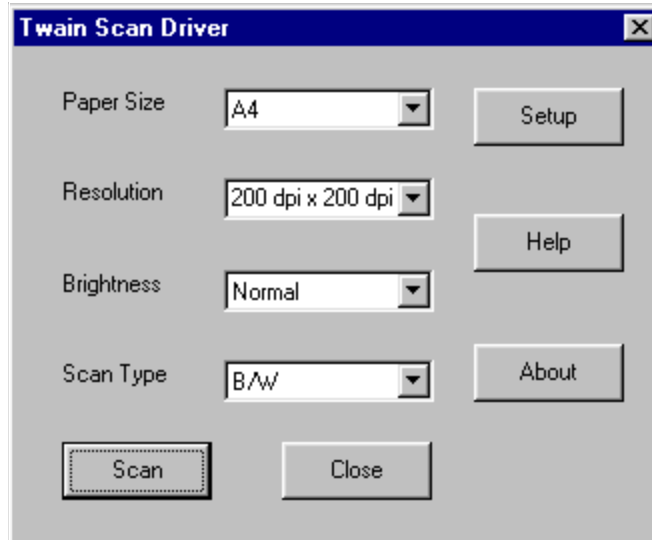
The Scan Control Window includes the following setting:

| Paper Size | Letter | | |
|---|---|---|---|
| | A4 | | |
| | Legal | | |
| Resolution | 200 dpi x 100 dpi | | |
| | 200 dpi x 200 dpi | | |
| | 300 dpi x 300 dpi | | |
| Brightness | Normal | | |
| | Light | | |
| | Dark | | |
| Scan Type | B/W | For text documents | |
| | Photo | For gray scale images (photos) | |
| Setup | Setup port | COM1 | |
| | | COM2 | |
| | | COM3 | |
| | | COM4 | |
| | Baud rate | **38,400** for high-speed communications | |
| | | **19,200** for lower communication speed | |
| Help | Click the help to display information about this product and access the on-line help window. | | |
| About | Click here to display the driver version. | | |
| Scan | Click to start the scanning process. | | |
| Close | Click this button to close the scanner control panel. | | |

In the Setup section the following dialog box is shown:

**Setup_Menu** ☒

Setup Port [COM2 ▼]

Baud Rate [19200 ▼]

[ OK ]   [ Exit ]
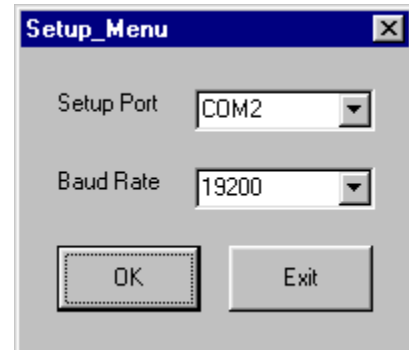
## *Scanning an Image*

1   In the PC software program (Imaging, Photoshop, etc.), click File.

2   Click Select Source.

3   Choose 5415 Scanner from the dialog box and click OK.

4   Click File-Acquire.

5   Set the controls in the Scanning Control window.

6   Place the document you are scanning by two alternative ways.

- Open the cover and set the document face down onto the Exposure Glass.
- Set the document face up into the Automatic Document Feeder.

7   Click SCAN key.

# *Class 1 FAX/Modem*

The Class 1 fax/modem interface on your fax unit enables it to function as a Class 1 fax/modem for any IBM-compatible computer, sending and receiving fax messages directly from your computer. You can also use the interface to scan and print fax resolution quality documents.

The interface works with the following fax software:

- WinFax Pro
- LaserFax Class 1

It is possible to user other Class 1 computer software, however we cannot guarantee their reliability.

## *Class 1 interface*

A serial port (RS232C) connection is required for this to work.
- PC end: in conformance with your PC
- Machine end: 9-pin D-SUB male.

## *Setting up Class 1*

To ensure your machine can work with the Class 1 software correctly, make sure the number of telephone rings setting in your machine is greater then the setting in Class 1 soft ware.

Most Class 1 software setting the number of rings=2, so you have to set your machine to a greater number of rings. For example: 6.

# *Printer*

# *Chapter Overview*

This chapter provides information on:

# PCL4

This allows users to select PCL4 printer emulation which supports 300 dpi. If the Message Display shows, "PCL4/GDI CHANGE, RESTART YOUR FAX" to allow memory reallocation (refer to Memory required for printer"). It is necessary to  turn the power OFF to the fax machine.Then turn the power back ON (wait approximately 6 seconds before turning unit back ON).

> Note:  Please be sure to print (clear) any documents from Fax memory before selecting PCL4.

1  Press the PROGRAM key and scroll through the menus until you reach the Set Printer menu and press YES.

```
SET PRINTER?
  YES / or 1-8
```

2  Press 7 or scroll down to the PCL4 Enhance menu and press YES.

```
7 PCL4 ENHANCE?
  OK = YES
```

3  Select either ON or OFF depending on your needs. Press YES to accept this data into memory.

```
ON                *OFF
-SELECT&PUSH"YES"-
```

4  If you chose YES, you must restart your unit to make this change active.

```
PCL4/GDI CHANGE
    RESTART YOUR FAX
```

# *GDI Enhance*

Allows users to select the GDI printer driver which supports 600 dpi. Additional memory is necessary for printing documents at 600 dpi.

> Note:  If your unit generates a "MEMORY FULL" report while attempting to print a document using PCL4 emulation, or the Window GDI Driver and does not print your document, your unit requires additional memory.
>
> Note:  Since the fax unit must be turned OFF when switching to PCL4 emulation or Windows GDI Driver, make sure that any documents stored in memory are printed out first.

1 Press the PROGRAM Key and scroll through the menus until you reach the Set Printer menu and press YES.

```
SET PRINTER?
  YES / or 1-8
```

2 Press 7 or scroll down to the PCL4 Enhance menu and press YES.

```
8 GDI ENHANCE?
  OK = YES
```

3 Select either ON or OFF depending on your needs. Press YES to accept this data into memory.

```
ON              *OFF
-SELECT&PUSH"YES"-
```

4 If you chose YES, you must restart your unit to make this change active.

```
PCL4/GDI CHANGE
   RESTART YOUR FAX
```

# *PCL5e*

Faster printing is needed for office equipment, and this circuit board allows you to enhance the printing required by some documents that contain tables and diagrams.

The circuit board, can emulate a PCL5e printer. PCL5e is a printer language that is developed by Hewlett-Packard Company. The PCL5e circuit board supports not only PCL5e emulation but also GL2 and PJL mode. The hardware of PCL5e card includes 16M bytes DRAM on the board and provides 45 internal fonts. It provides high quality text, more graphics printing and faster speed than PCL4.

This can work with the NIC as a printer server in a network environment. There are two parallel port channels on PCL5e card. You can connect two parallel port channels simultaneously: One is connected to Centronic interface, and the other to the NIC card, and the two channels can work normally. The firmware can be updated via the PCL5e option. The PCL5e firmware can also be updated using the same method.

# *PCL5e Driver Installation*

Please ensure you are using an IBM compatible PC running Windows95/98/NT. We offer three kinds of PCL5e driver for Windows O/S as described below:

## *Windows 95*

1  Move the cursor to Start, then select Settings and choose Printers item, and click left button of mouse. The monitor will display as below:
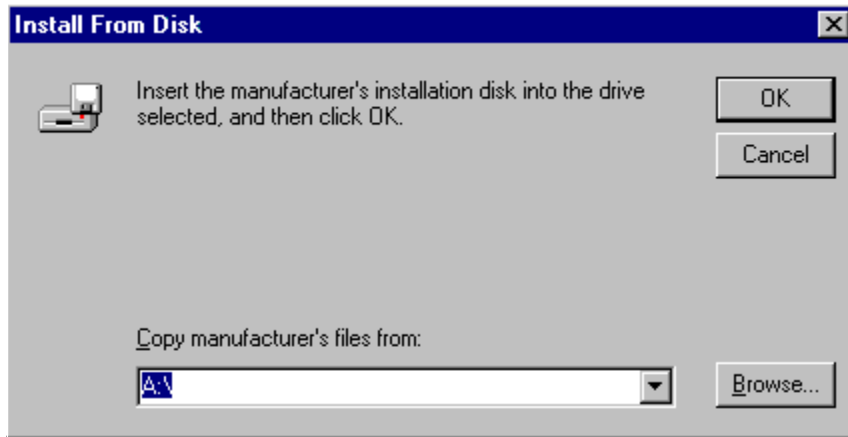
2  Choose Add Printers and click the left button of mouse
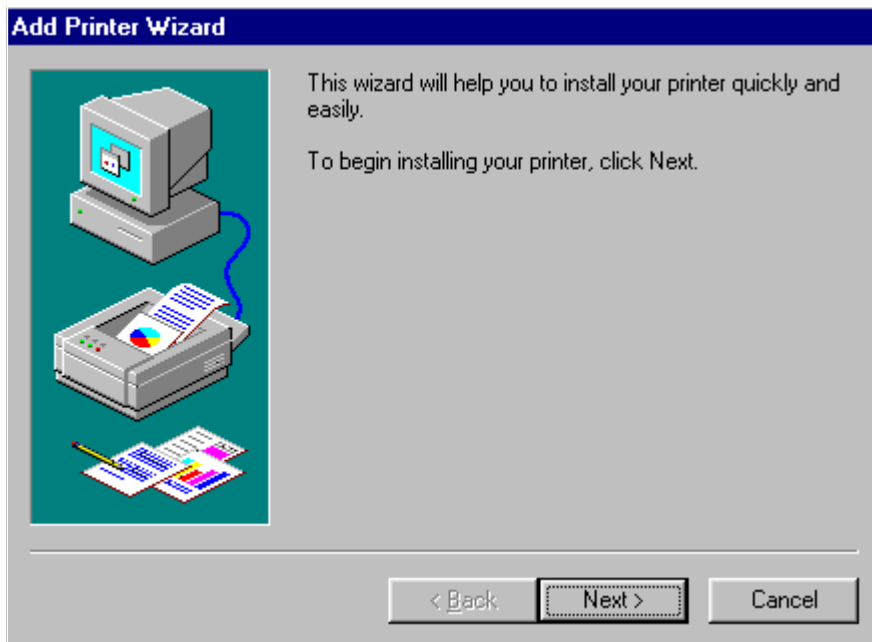
3  Click Next.
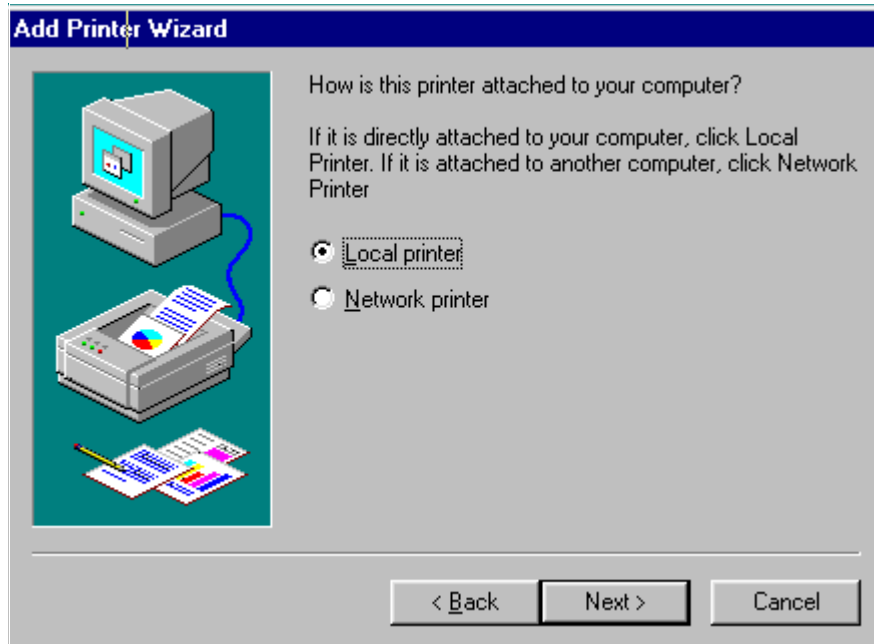
- If it is directly attached to your computer, choose Local Printer
- If it is attached to another computer, choose Network Printer
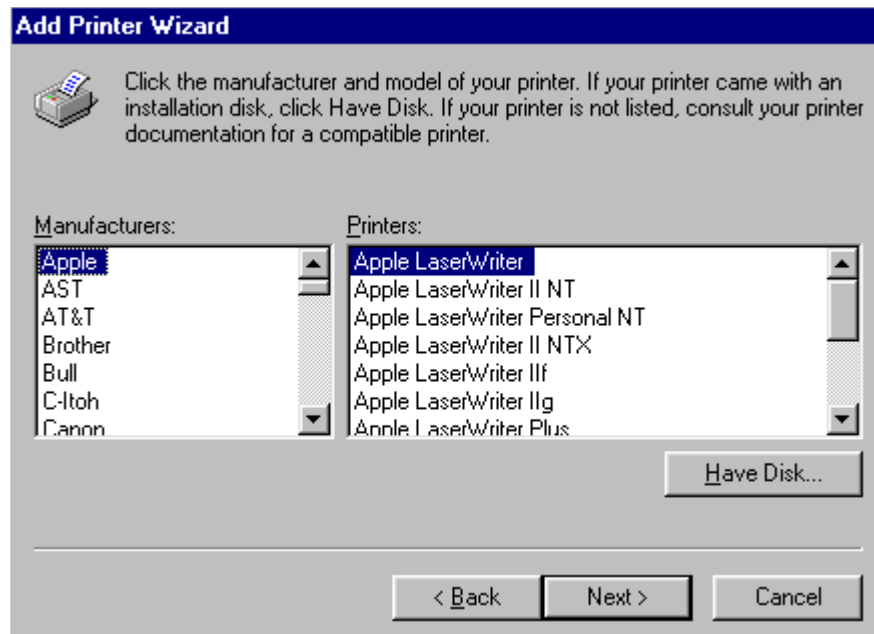


4 Click Have Disk.
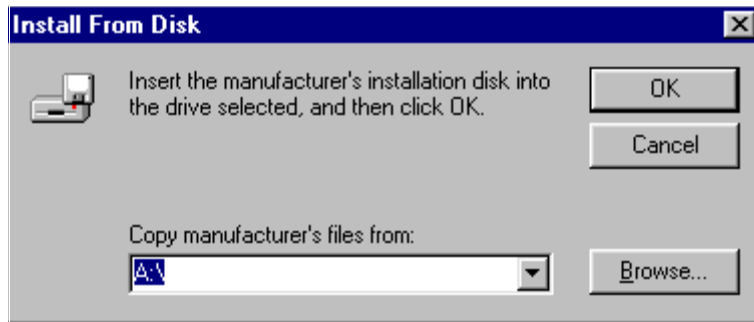
5    Insert the disk, select the appropriate drive and click OK.
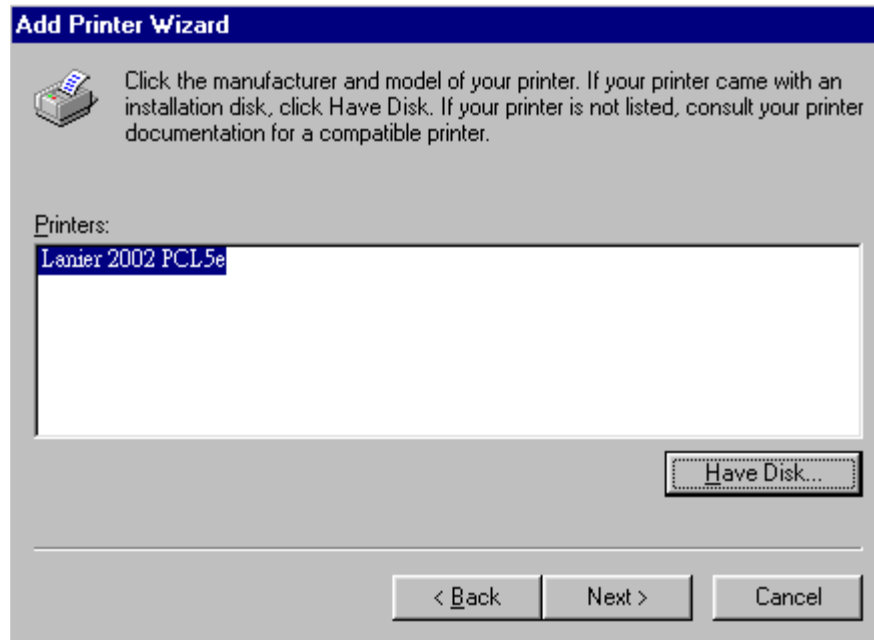


6 Please click Next.
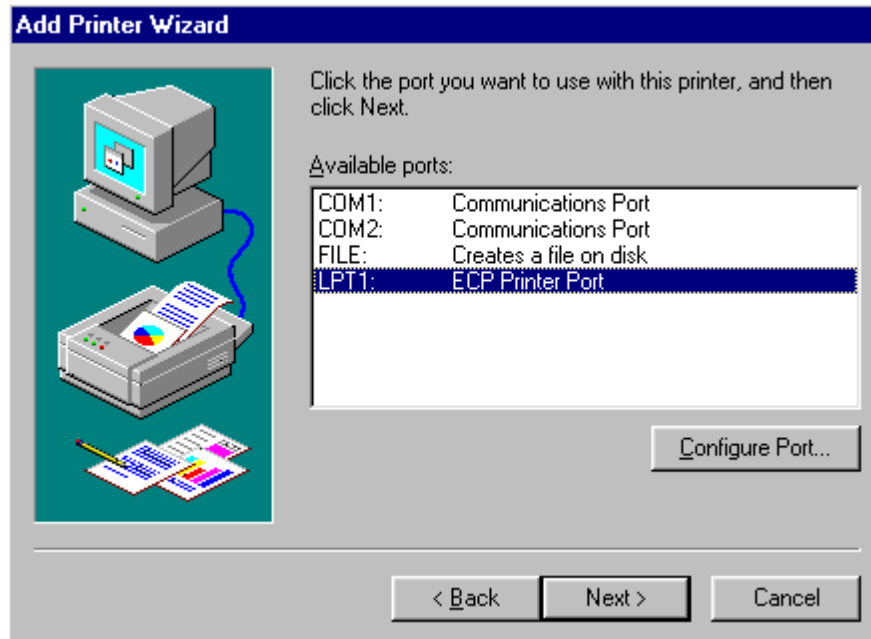
7  Select Available Ports. For general case, select LPT1, then click Next.
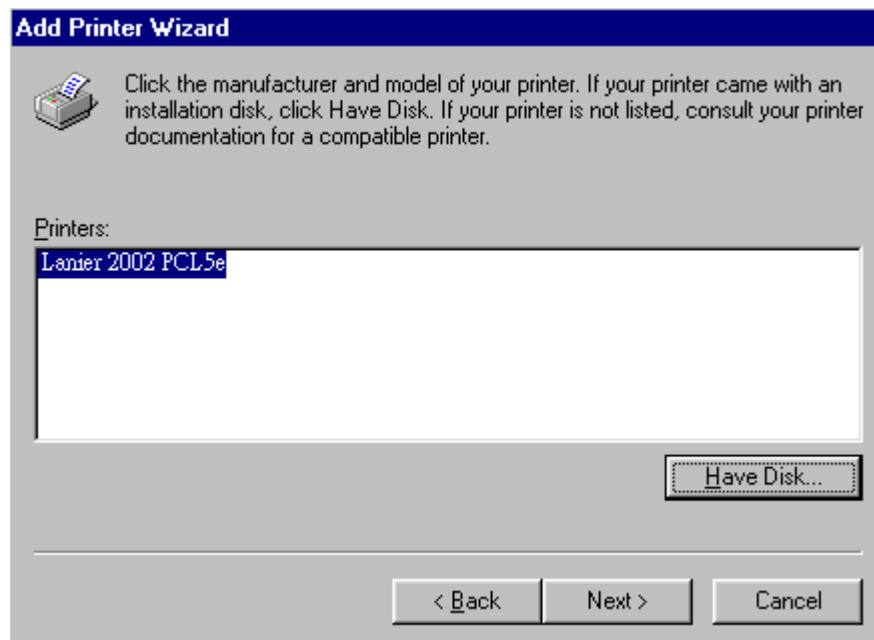


8  Then click Next.

9 If you want to print a test page, choose Yes (recommended), then click Finish.



10 After installing, You can verify that the printer is installed on the Printers window.

## *Windows 98*

1 Move the cursor to Start, then select Settings and choose Printers item, and click left button of mouse. The monitor will display as below:
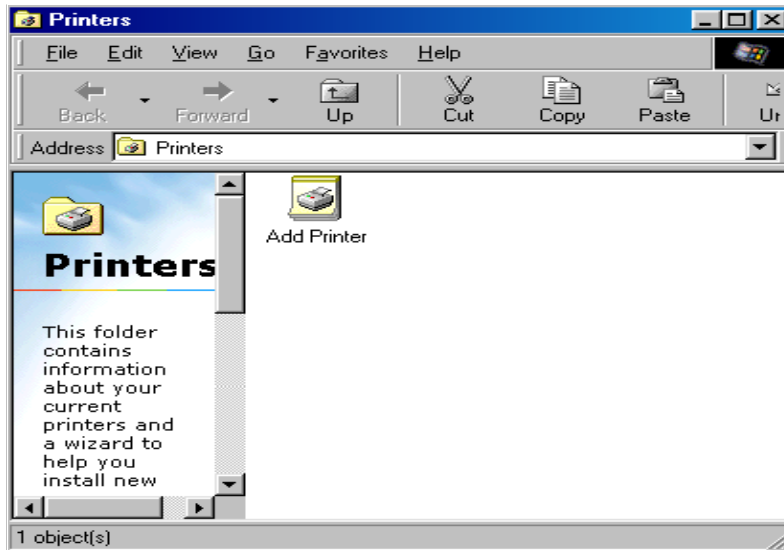


2 Choose Add Printers and click the left button of the mouse.



3 Click Next.

- If it is directly attached to your computer, choose Local Printer
- If it is attached to another computer, choose Network Printer



4 Click Have Disk.

**Install From Disk**

Insert the manufacturer's installation disk into the drive selected, and then click OK.

OK

Cancel

Copy manufacturer's files from:

A:\

Browse...
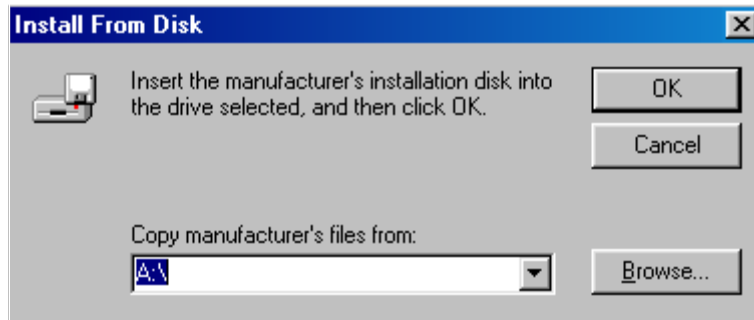
5 Insert disk. Select the appropriate drive, then click OK.
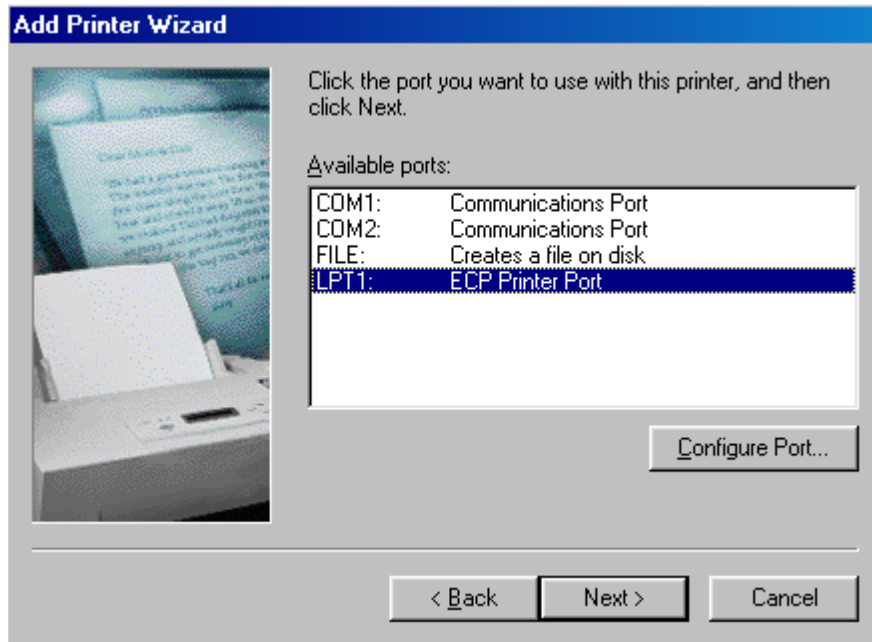
**Add Printer Wizard**

Click the manufacturer and model of your printer. If your printer came with an installation disk, click Have Disk. If your printer is not listed, consult your printer documentation for a compatible printer.

Printers:

Lanier 2002 PCL5e

Have Disk...

< Back    Next >    Cancel

6 Click Next.

7   Select Available ports (for general case, select LPT1), then click Next.
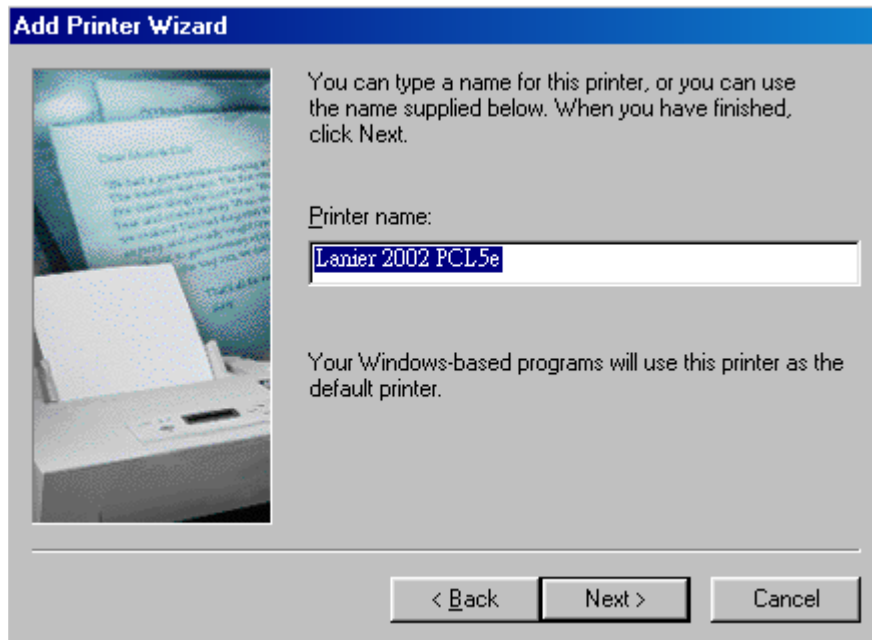


8   Then click Next.
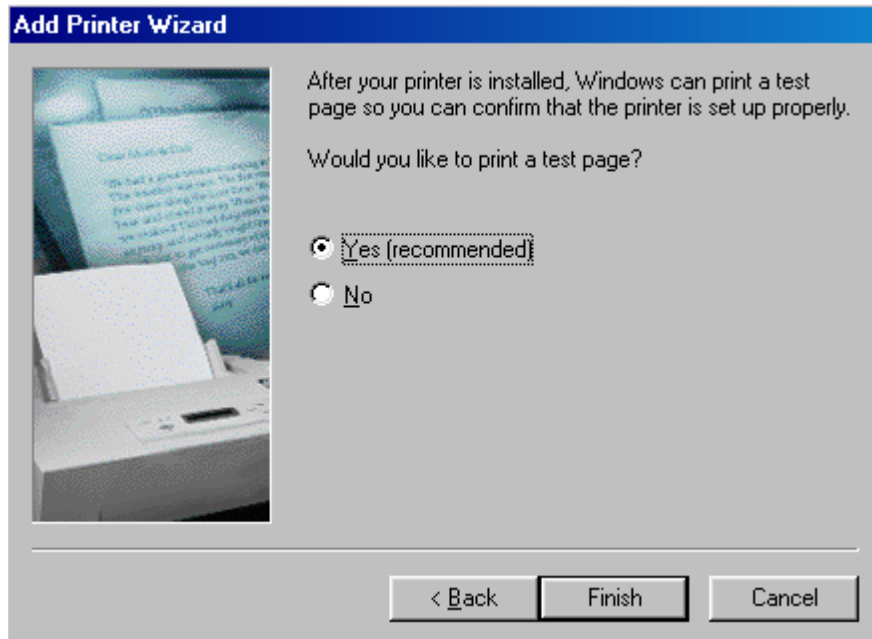
9 If you want to print a test page, choose Yes (recommended), then click Finish.
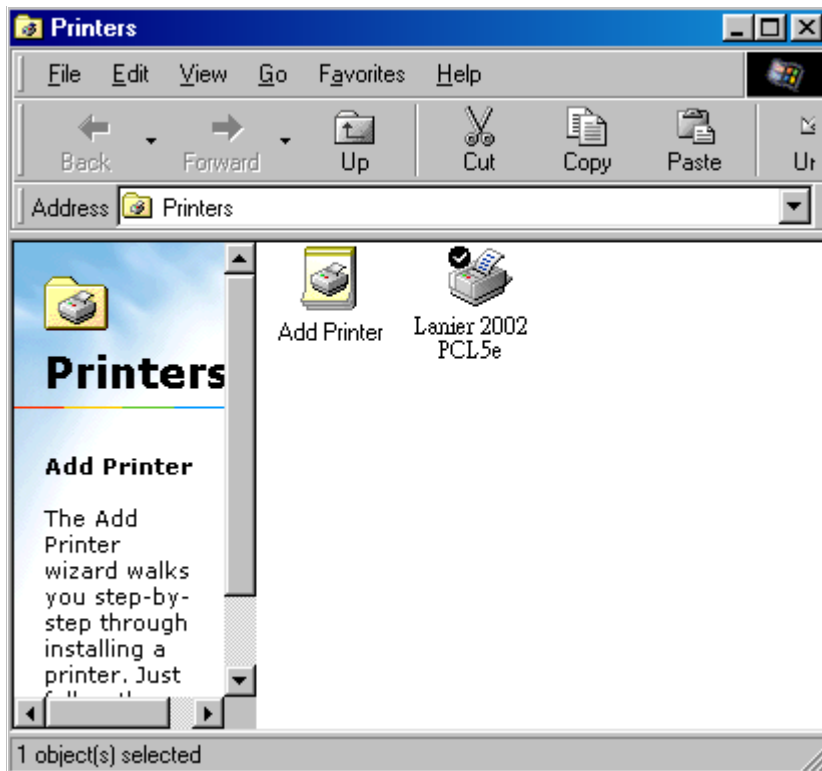


10 You can see that the printer is installed on the Printers window.

## *Windows NT*
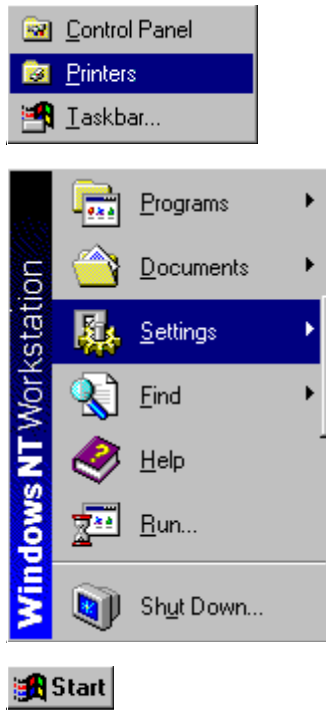


1 Move the cursor to Start.

- Select Settings
- Choose Printer and click the left button on the mouse.
- The monitor displays as shown below.
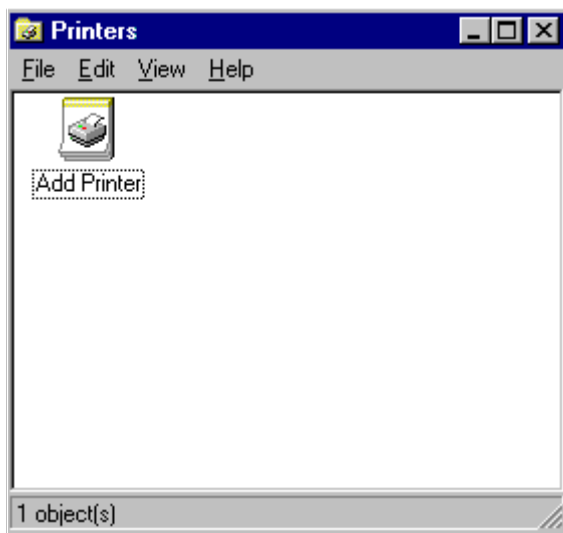


2 Choose Add Printer and click the left button of the mouse.
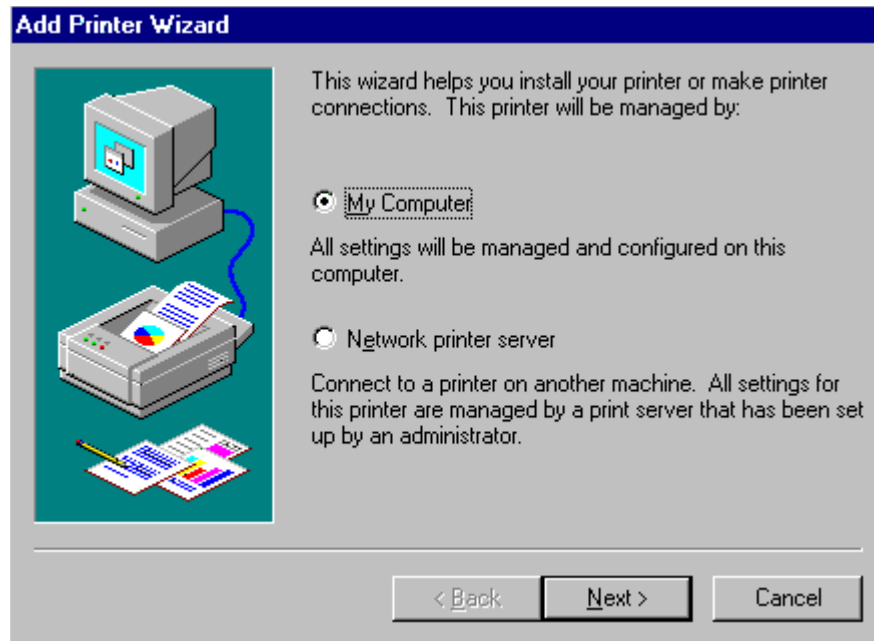
- If it is directly attached to your computer, choose My Computer.
- If it is attached to another computer, choose Network printer server.

3  Select Available ports (for general case, select LPT1), then click Next.



4  Click Have Disk.

**Install From Disk**

Insert the manufacturer's installation disk into the drive selected, and then click OK.

OK

Cancel

Copy manufacturer's files from:

A:\

Browse...
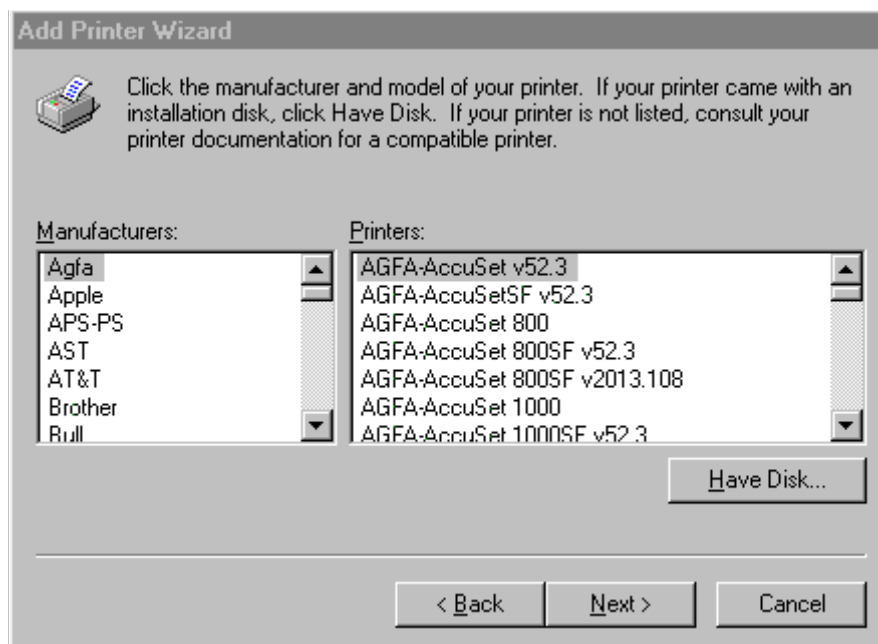
5 Insert Windows NT driver disk and click OK.

Note: Lanier 5415MFD and Lanier 2002 use the same print driver.

**Add Printer Wizard**

Click the manufacturer and model of your printer. If your printer came with an installation disk, click Have Disk. If your printer is not listed, consult your printer documentation for a compatible printer.

Printers:

Lanier 2002 PCL5e

Have Disk...

< Back    Next >    Cancel

6 Click OK.

**Add Printer Wizard**

Type in the name of this printer. When you have finished, click Next.

Note: Exceeding 31 characters in the Server and Printer name combination may not be supported by some applications.

Printer name:

Lanier 2002 PCL5e

| < Back | Next > | Cancel |

7 Click Next.

**Add Printer Wizard**

Indicate whether this printer will be shared with other network users. If you choose sharing give this printer a share name.

○ Shared    ● Not shared

Share Name:

Select the operating systems of all computers that will be printing to this printer.

Windows 95
Windows NT 4.0 MIPS
Windows NT 4.0 Alpha
Windows NT 4.0 PPC
Windows NT 3.5 or 3.51 x86
Windows NT 3.5 or 3.51 MIPS

| < Back | Next > | Cancel |

8 If it will be shared with other network users, select Shared item and give a share name for this printer. Otherwise choose Not Shared.

9  If you want to print a test page, choose "Yes (recommended)", then click Finish.

10  You can verify the printer is installed by checking the printer window.

# *Operation Guide*

## *Set Printer*

The "Set Printer" Menu will update the displays on the LCD monitor after installing the PCL5e option. This menu enables you to select settings for Auto Cassette Selection, Symbol Set, Font number, Line number and Print Font.

| Menu Item | Available | Default | Description |
|---|---|---|---|
| Auto Cassette Select | "On" or "Off" | Off | Set the document to be printed out by the Low-Tray or the High-Tray according to personal needs. |
| Line Number | 5-128 | 60 | Select the number of printed lines per page. |
| Symbol Set | 37 kinds of symbols | PC | Choose the appropriate symbol set for your screen and for printing. |
| Font Number | 01 – 45 | 1 | Select the default font by number. You can find the number on the Print Font list. The default 01 is Courier font. |
| Print Font | "Yes" | | Print the font list that PCL5e supports and configuration of PCL5e card. |

## *Auto Cass. Select*

Allows users to select the 2$^{nd}$ paper cassette to print out the document when the facsimile is equipped with the 2$^{nd}$ paper cassette. Users can set the received FAX or printed PC document to be printed out from either the Upper or Lower Tray.

Note: In most cases, PC software setting will override this setting.

## *Symbol Set*

Allows users to set various symbol-set numbers as listed below:

Choose the appropriate symbol-set for printing with PCL5e emulation. If your application does not control this, you may need to select a different symbol set to match the document you want to print, most difference between symbol sets are in the special symbols such as a unique language character, math symbols, and graphical characters.

| Item Code | Symbol-set | Item Code | Symbol-set |
|-----------|------------|-----------|------------|
| ISO60 | ISO60: Danish/ Norwegian | PC-8Tk | PC-Turkish |
| DeskTop | DeskTop | PC-1004 | PC-1004 Code Page 1004 |
| ISOL1 | ISO 8859/1 Latin 1 | PC-775 | PC-775 Code Page 775 |
| ISOL2 | ISO 8859/2 Latin 2 | Roman-8 | Roman-8 |
| ISOL5 | ISO 8859/9 Latin 5 | ISO17 | ISO 17: Spanish |
| ISOL6 | ISO 8859/10 Latin 6 | ISO11 | ISO 11:Swedish |
| ISO69 | ISO 69:French | Symbol | Symbol |
| ISO21 | ISO21:German | PSText | PS Text |
| ISO15 | ISO15:Italian | ISO4 | ISO 4:United Kingdom |
| Legal | Legal | ISO6 | ISO 6: ASCII |
| Math-8 | Math-8 | VN Intl | Ventura International |
| MCText | MC Text | VN Math | Ventura Math |
| PSMath | PS Math | VN US | Ventura US |
| MS Publ | Microsoft Publishing | WINL1 | Windows 3.1 Latin 1 |
| PC-8 | PC-8 Code Page 437 | WINL2 | Windows 3.1 Latin 2 |
| PC-8DN | PC-8 Danish/ Norwegian | WIN3.0 | Windows 3.0 Latin 1 |
| PC-852 | PC-852 Latin 2 | WINL5 | Windows 3.1 Latin 5 |
| PiFont | Pi Font | Winding | Wingdings |
| PC-850 | PC-850 Multilingual | | |

## *Font Number*

Allows users to set various font numbers as listed below:

Provide 45 internal fonts that remain resident in the machine; they are listed in the following table by number. The machine will use the selected font whenever your computer does not send an override for a different font. This unit also accepts download able fonts that are compatible with the HP PCL5 language that are sent to the printer and then selected by your computer software.

| Font No. | Font | Font No. | Font | Font No. | Font |
|----------|------|----------|------|----------|------|
| 1 | Courier | 16 | Univers Medium Condensed | 31 | Arial Bold |
| 2 | CG Times | 17 | Univers Bold Condensed | 32 | Arial Italic |
| 3 | CG Times Bold | 18 | Univers Medium Condensed Italic | 33 | Arial Bold Italic |
| 4 | CG Times Italic | 19 | Univers Bold Condensed Italic | 34 | Times New |
| 5 | CG Times Bold Italic | 20 | Antique Olive | 35 | Tomes New Bold |
| 6 | CG Omega | 21 | Antique Olive Bold | 36 | Times New Italic |
| 7 | CG Omega Bold | 22 | Antique Olive Italic | 37 | Times New Bold Italic |
| 8 | CG Omega Italic | 23 | Garamond Antiqua | 38 | Syeml |
| 9 | CG Omega Bold Italic | 24 | Garamond Halfett | 39 | Wingdings |
| 10 | Coronet | 25 | Garamond Kursiv | 40 | Courier Bold |
| 11 | Clarendon Condensed | 26 | Garamond Kursiv Halbeff | 41 | Courier Italic |
| 12 | Univers Medium | 27 | Marigold | 42 | Courier Bold Italic |
| 13 | Univers Bold | 28 | Albertus Medium | 43 | Letter Gothic |
| 14 | Univers Medium Italic | 29 | Albertus Extra bold | 44 | Letter Gothic Bold |
| 15 | Univers Bold Italic | 30 | Arial | 45 | Letter Gothic Italic |

## *Line Number*

Allow users to set the total lines for each printed page. You can set 5~128 lines per page.

In most cases, PC software setting will override this setting.

## *Print Fonts*

Allows user to print samples of the fonts resident in the machine for your reference and print the configuration of PCL5e card.

# *Service and Supplies*

# *Chapter Overview*

This chapter provides information on:

# *Troubleshooting*

## *ERROR LED Indicator*

| Indication | Description | What to do |
|---|---|---|
| Lighting | Machine Trouble! A minor malfunction has occurred. | Follow the indication instructed on the display. |
| **Blinking** | Machine Trouble! A malfunction has occurred. | Call your Technical Representative. |

## *Error Messages*

A message appears in the message display in the event that an error should occur. The table below out lines a list of various errors and their remedies.

| Message | Possible cause | What to do |
|---|---|---|
| * PLEASE WAIT * | Warming up and initialize | Wait a few moments |
| * PRINTER WARMING UP * - SET DOC. FACE UP - | Warming up | Wait a few moments |
| * CAUTION! * MACHINE OPEN | Main unit cover is open. | Close main unit cover |
| * HANG UP THE PHONE * | After transmission or reception, Forgot to hang up the telephone | Hang up the telephone connected with the machine. |
| * MEMORY * - SET DOC.FACE UP - | No documents have been input before entering the fax number for transmission. | Input the documents. |
| *MEM.FULL/TX CANCEL* | Memory is full. | Reduce the number of documents for transmission. Or, Add extented memory. |
| *FILE.FULL/TX CANCEL* | An attempt was made to load 640 or more memory files. | Limit the number of memory files to 640 or less. |
| * CAUTION! * ORIGINAL DOC.JAM | Documents are jammed in Auto Document Feeder. | Open the cover of the Auto Document Feeder and remove the documents. Re-install the documents. |

| * CAUTION! *<br>NO PAPER () | Machine is out of paper<br>(There is A4 size in tray 1) | Replenish paper. |
|---|---|---|
| * CAUTION! *<br>SEPARATOR JAM | Paper is jammed inside the<br>machine | Remove jammrd paper.<br>Open and close main unit<br>cover. |
| * CAUTION! *<br>FUSER JAM | Paper jam near FUSER | Remove jammed paper.<br>Open and close main unit<br>cover |
| * CAUTION! *<br>PAPER MISFEED | Paper pick up mis-feed | Remove jammed papers if<br>necessary.<br>Open and close main unit<br>cover. |
| PAPER SIZE ERROR | The paper installed is not<br>correct size. | Be sure you have installed<br>the correct paper size, then<br>press any key to release the<br>ERROR state, and then<br>press "Start" key to resume<br>machine operation. After<br>warming up, the machine<br>prints the last copy again.<br>Or, change the paper size<br>setting. |
| * CAUTION! *<br>TONER EMPTY | Machine is out of Toner | Add new Toner. |
| * CAUTION! *<br>ADF COVER OPEN | The cover of the ADF is<br>open | Close the cover of the ADF. |
| SERVICE CALL<br>(CXXXX) | A hardware related error<br>occurred. | Try turning the power OFF<br>then ON.<br>If this error is displayed<br>again, contact your service<br>representative. |
| * REDIAL ALL FAILED * | The document is not<br>transmitted to the other<br>party even with repeated<br>auto redial. | Press the Stop key, then try<br>another transmission<br>sequence. |
| * COMM.ERROR * | An error has occurred and<br>communication was<br>unsuccessful. | At transmission<br>Press the Stop key, and<br>then the Yes key. Then try<br>another transmission<br>sequence. |
| | | At reception<br>Ask the other party to try<br>another transmission. |
| * NOT REGISTERED! * | There is no destination<br>information registered in<br>the One Touch key or<br>Speed Dial you have just<br>pressed. | Select the One Touch key or<br>Speed Dial, which contains<br>the information of the<br>destination you are trying to<br>send.<br>Or register a new One<br>Touch Dial or Speed Dial. |

| * WRONG NUMBER SET * | The date or time has been set incorrectly. | Make the correct setting. |
|---|---|---|
| * WRONG RING COUNT * | The number of rings has been set outside the authorized range. | Make the correct setting. |
| * WRONG PAGE NUMBER * | The number of pages of the document has been set outside the authorized range. | Transmit the correct number of pages. |
| * WRONG PAGE COUNT * | The number of pages of the document transmitted does not equal the number of pages set with Page Count TX. | Check the number of pages again and retry the transmission. |
| * WRONG ID NUMBER * | The specified ID number is not set. | Enter the correct ID number. |
| * NO M-BOX FUNCTION * | The fax machine on the receiving end is not equipped with the mailbox communication function. | Cancel Mailbox TX and retry transmission. |
| * WRONG MAILBOX ID * | At Mailbox TX<br>The specified mailbox ID entered through your fax machine does not match the mailbox ID of the other party. | Check for the correct mailbox ID of the other party, then retry transmission.<br>Or, cancel Mailbox TX and retry transmission. |
| | At Mailbox RX<br>The mailbox ID specified by the other party does not match the mailbox ID programmed in your fax. | Advise the other party of the correct mailbox ID and ask them to retry the transmission.<br>Or, ask the party to cancel Mailbox TX and retry transmission. |
| * MAILBOX ID IS USED * | At Mailbox TX<br>The mailbox you are trying to send to already contains a document so you are unable to transmit your document. | Ask the other party to print the document stored in the mailbox you want to use, then retry transmission.<br>Or, cancel Mailbox TX and retry transmission. |
| | At Mailbox RX<br>Another party is attempting to send you a mailbox transmission but is unable to because the mailbox they are trying to send to already contains a document. | Print the document stored in your mailbox. Then, ask the other party to retry transmission.<br>Or, cancel Mailbox RX and then ask the other party to cancel Mailbox TX and retry transmission. |

| * RESERV. JOB IS FULL * | You cannot make a transmitting reservation of a document because the number of reservations is more than the maximum 20 allowed.<br>(Up to 20 transmitting reservations can be registered.) | You may make the Manual transmission.<br>You make a transmitting reservation for a document after transmitting the reserved document.<br>Cancel the transmitting reservation of a document stored in memory by using "5.8 Cancel reserve" and you make it again. |
| --- | --- | --- |

## *Improving Image Quality*

| Symptom | Possible cause | What to do |
| --- | --- | --- |
| The image is too light. | A lighter density level for the Auto Density Mode has been specified. | Adjust the auto density level priority to darker level. |
| | A lighter density level for the Manual Density Mode has been specified | Adjust the density level to darker, using the density adjustment keys.<br><br>◖ Auto/Photo ◗<br>◀ ▶ |
| | The paper is damp. | Replace the paper. |
| The image is too dark. | A darker density level for the Auto Density Mode has been specified | Adjust the auto density level priority to lighter. |
| | A darker density level for the Manual Density Mode has been specified. | Adjust the density level to darker, using the density adjustment keys.<br><br>◖ Auto/Photo ◗<br>◀ ▶ |
| | The surface of the original glass is dirty. | Wipe the original glass clean with a soft cloth. |
| | The original document is not securely placed upon the original glass. | Place the original document securely on the exposure glass and close the cover. |
| The copy appears blurred. | The paper is damp. | Replace the paper. |
| The copy has unintended specks or spots. | The surface of the original glass is dirty. | Wipe the original glass clean with a soft cloth. |

| | The original pad is dirty. | Wipe the original pad clean with a soft cloth. |
|---|---|---|
| | The original document is a second-generation copy or an OHP transparency (or other translucent media), etc. | Set a blank sheet of paper over the original document. |
| | Image from the backside of a double-sided document may be reproduced when the front side is copied. | Lower the density level using the density adjustment keys. Auto/Photo ◀ ▶ |
| Unintended markings appear along the edge of the copy. | The original pad is dirty. | Wipe the original pad clean with a soft cloth. |
| | The selected paper size is larger than the original document. | Specify a paper size that is appropriate to the original document. |
| | The original document is not placed in the proper orientation on the exposure glass. | Place the original document correctly on the original glass. |
| | The zoom ratio setting does not match the size of the original document. | Select a suitable zoom ratio setting. |
| The copy appears uneven or at a tilt. | The original document has not been set properly. | Set the original against the document scale properly. Adjust the document guide plates properly when the original document is placed into the Automatic Document Feeder. |
| | There is an obstruction on the original glass (when using the Automatic Document Feeder). | Remove the obstruction and wipe the original glass clean with a soft cloth. |

# *Replacing the Imaging Cartridge*

When the following message appears in the Message Display, it is time to replace the Imaging Cartridge.

CAUTION TONER EMPTY

1   Pull the Lock Release Lever and fold open the Upper Half of Machine.
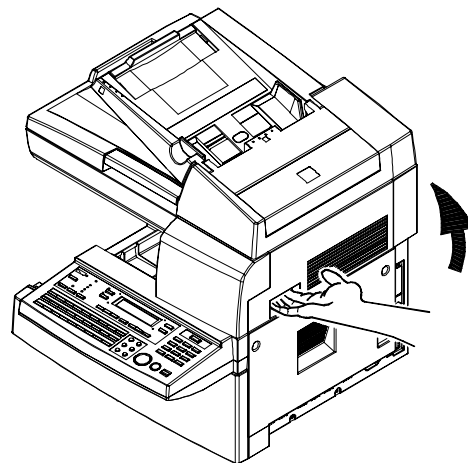
2  Remove the imaging cartridge.

Note:  The metal parts within the machine are hot. Avoid placing your hands in direct contact with the metal fittings within the machine to avoid injury.
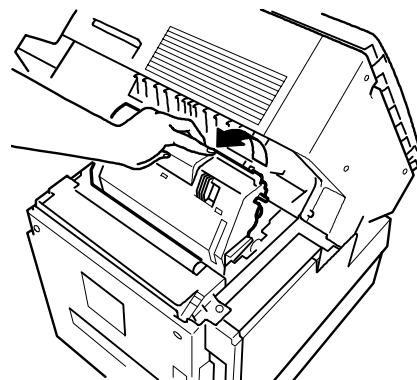
3  Remove the new imaging cartridge from its protective packaging. Holding it with both hands, shake it 4 or 5 times in the direction of the arrows to distribute the toner evenly.
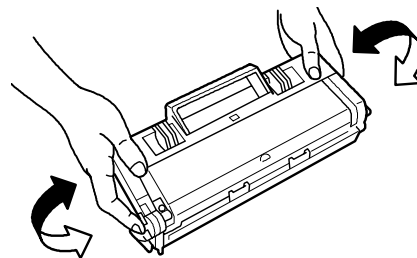
4  Install the new imaging cartridge into the machine.
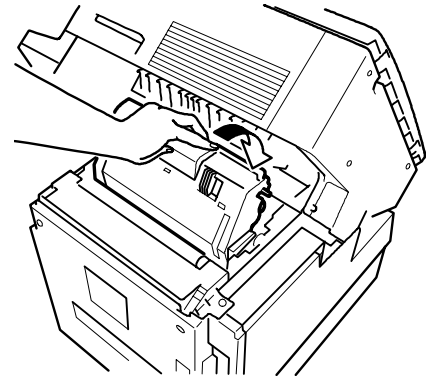


Note: The imaging cartridge can easily be installed by aligning the front of the cartridge with the marker provided within the machine.
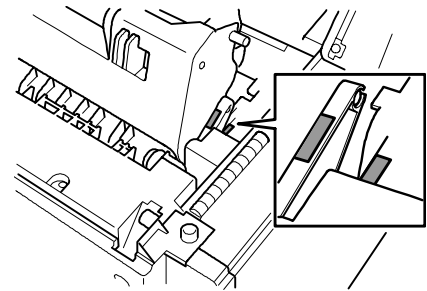


5  Gently swing down and lock the Upper Half of Machine.
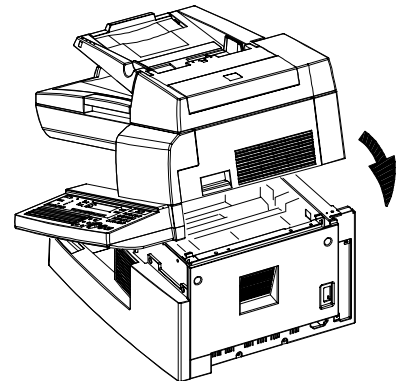


Note: Only use replacement imaging cartridges that were designed for use specifically with this machine. Use of other imaging cartridges may result in improper machine performance.

# *Adding Paper to Paper Trays*

## *Paper Tray (TRAY 1)*

When the message NO PAPER or EMPTY appears in the Message Display, the paper tray is empty. Add paper to the tray using the following procedure:

1 Remove the Manual Bypass Tray.
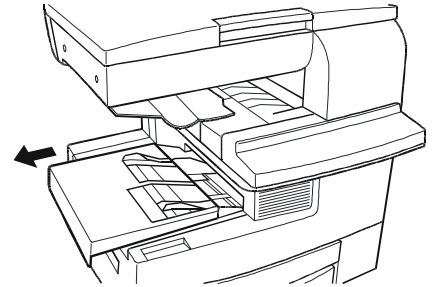
2 Open the Document Guide Plates.

3 Place the paper into the tray with the side to be copied on facing up.

> Note:  The paper should be loaded no higher than the (Maximum Level Indicator).
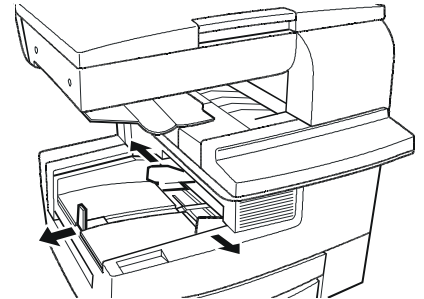
4 Slide the Document Guide Plates up against the edges of the paper stack.
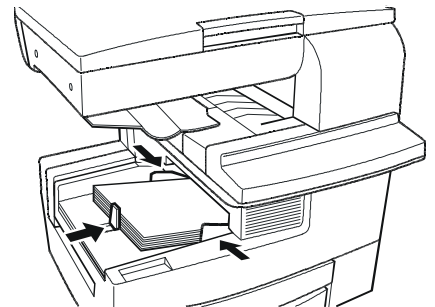
5 Replace the Manual Bypass Tray.
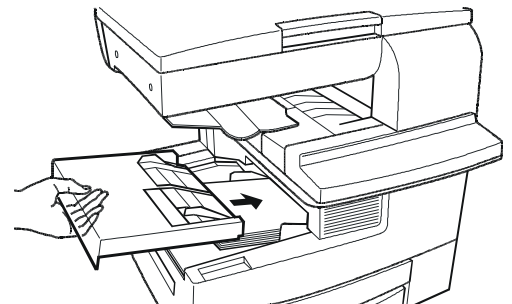
6 When a message appears to prompt you, press the "Start" key to resume the machine operation.

## *For Paper Feed Unit (TRAY 2)*

When the message NO PAPER or EMPTY appears in the Message Display, the paper tray is empty. Add paper using the following procedure:

1 Slide out the Paper Drawer and press down the Paper Lifting Plate.
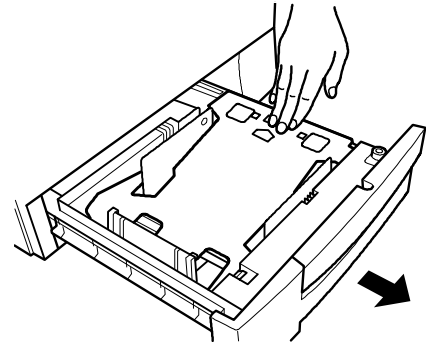
2 Load the paper stack into the Paper Drawer so that the side to copied on faces down. Make sure that the paper stack rests under the two catches on the right side of the Paper Drawer.
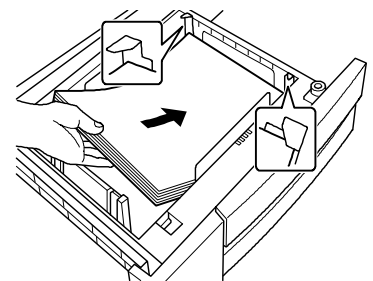
Note: The paper should be loaded no higher than the (Maximum Level Indicator) on the Edge Guide.

3 Gently slide the Paper Drawer back in.

4 When a message appears to prompt you, press the "Start" key to resume the machine operation.

# *Clearing Paper Misfeeds*

## *Paper Tray Misfeed*

When the message "CAUTION PAPER MISFEED" appears in the Message Display, use the following procedures to remove the misfeed.

1  Remove the Manual Bypass Tray and remove the misfeed.
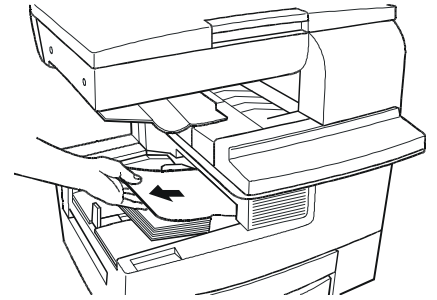
2  Remove the paper and reset it back into the Paper Tray.
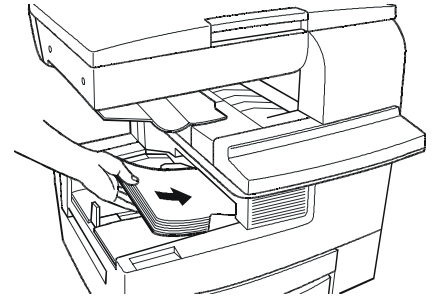
3  Reinstall the Manual Bypass Tray.
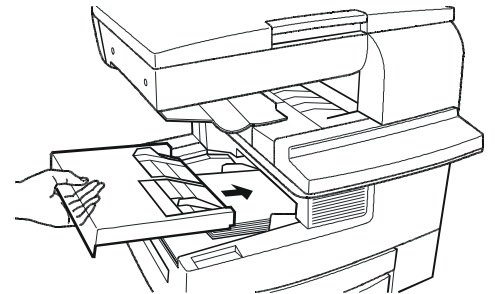
4  Pull the Lock Release Lever to open and close the Upper Half of the Machine.
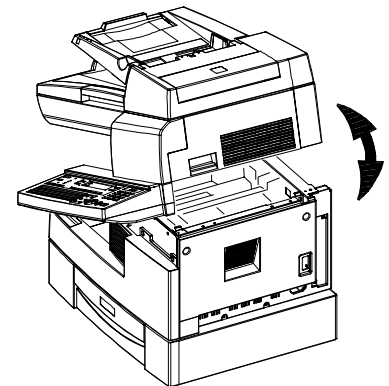
5  When message prompts you, press the "Start" key to resume the machine operation.

## *Paper Feed Unit Misfeed*

When the message "CAUTION PAPER MISFEED" appears in the Message Display, use the following procedures to remove the misfeed.

1 Press in the tray stop, and then remove the Paper Drawer.
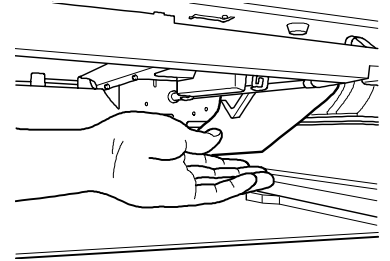
2 Remove the misfed sheet of paper.
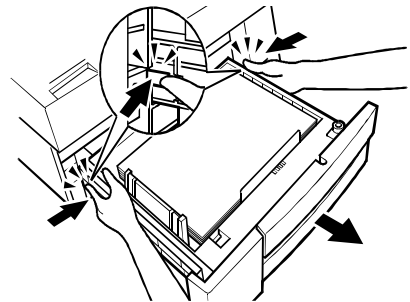
3 Make sure that the paper is correctly loaded in the Paper Drawer.

4 Gently slide the Paper Drawer back in.

5 Pull the Lock Release Lever to open and close the
Upper Half of the Machine.

---

**CAUTION**
**Be careful not to touch the areas marked**
**C**AUTION: HOT with bare hands.

---

6 When the message prompts you, press the "Start" key to resume the machine operation.

## *Separator Jam/Fuser Jam*

When the message "CAUTION PAPER MISFEED" appears in the Message Display, use the following procedures to remove the misfeed.

1  Pull the Lock Release Lever and raise the upper half of the machine.
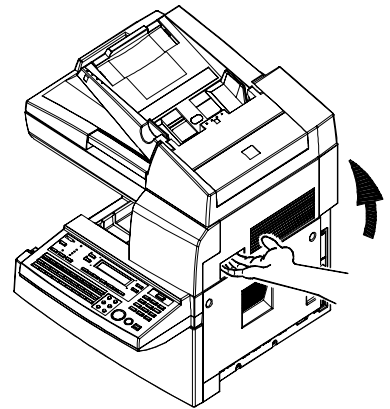
2  Remove the imaging cartridge.
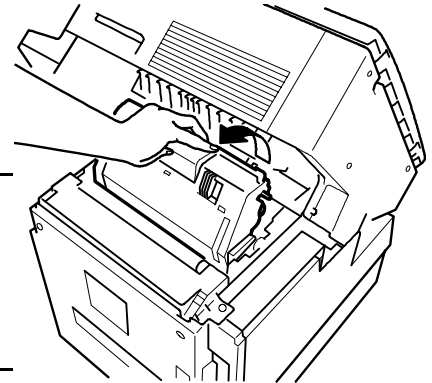
---
**CAUTION**
**The metal parts within the machine are hot. Avoid placing your hands in direct contact with the metal parts within the machine to avoid injury.**

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### *Separator Jam*

1  Open the Guide Plates.
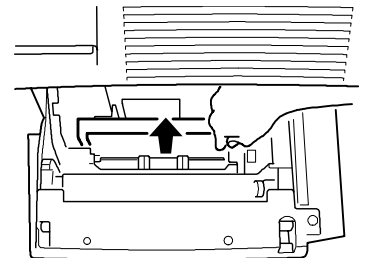
2  Remove the misfeed sheet of paper.
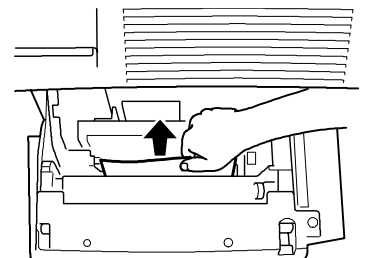
### *Fuser Jam*

1 Remove the paper jammed in the Transport Section by pulling it from the bottom of the Fusing Unit.
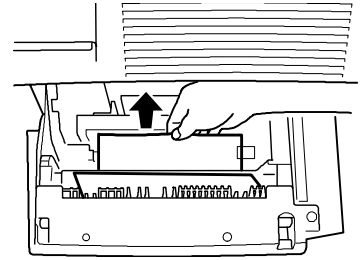
2 Install the imaging cartridge.
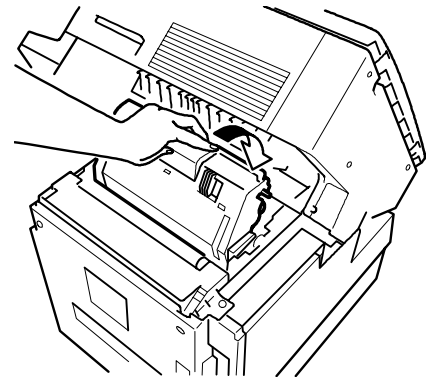
> Note: **Useful Tip** The imaging cartridge can easily be installed by aligning the front of the cartridge with the marker provided within the machine.
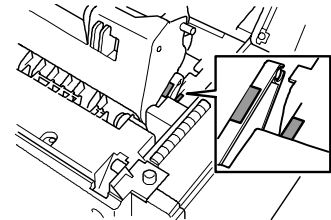
3 Close the upper half of machine.
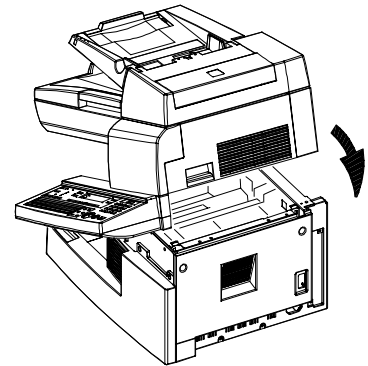
4 When the message prompts you, press the "Start" key to resume the machine operation.

## *Original Document Jam*

When the message "CAUTION PAPER MISFEED" appears in the Message Display, use the following procedures to remove the misfeed.

1  Remove the original documents from the Document Feed Tray.
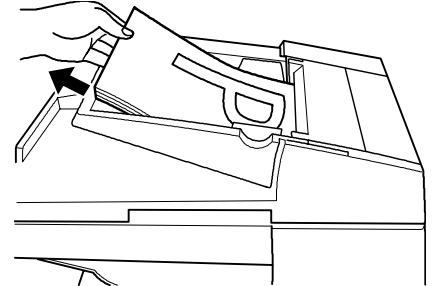
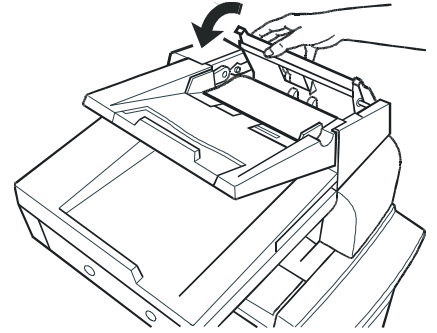2  Open the Paper Misfeed Guide and gently remove the paper misfeed.
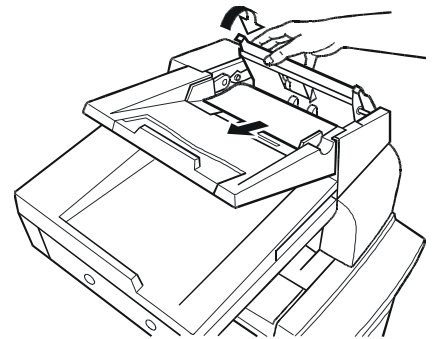
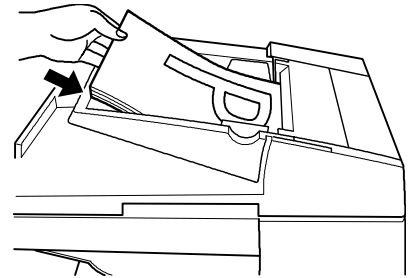3  Open the Automatic Document Feeder and gently remove the paper misfeed.
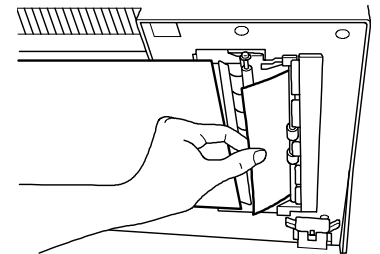
4   Close the paper misfeed guide.

5   Place the original documents that were removed in step 1 into the Automatic Document Feeder again.
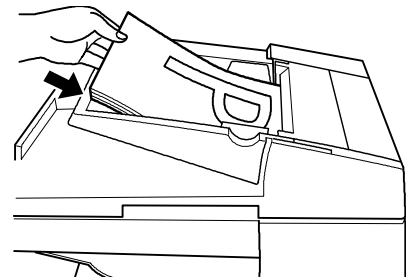
# *When PAPER SIZE ERROR Occurs*

## *During Copying*

When the message "CAUTION PAPER SIZE ERROR appears, use the following procedures to eliminate the error.

1 Replace the paper for which the error occurred with the correct size, or reset the paper size in the machines Program function.
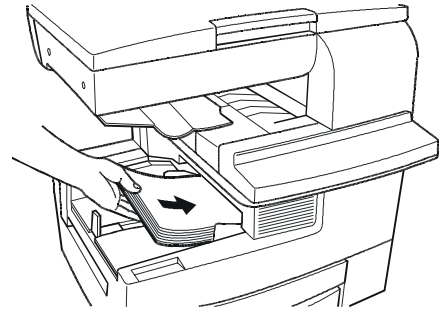
2 Then the following messages may appear:

- PRESS THE START KEY TO RESUME
  Press the START key.

- RETURN 1 ORIG. to ADF and PRESS START KEY
  Return the last scanned document into ADF again. Then press the Start key to resume the machine operation.

  Note: If you want to cancel the copy procedure press the Stop key.

3 The machine continues to perform the copy procedure

## *During Reporting or Printing reception*

When the message "CAUTION PAPER SIZE ERROR appears, use the following procedures to eliminate the error.

Note: Before PAPER SIZE ERROR occurs, the display may display as below:
PRINT DOC
SET DOC FACE UP

1   Replace the paper for which the error occurred with the correct size, or reset the paper size in the machines Program function.



2   The machine resumes the printing automatically, without pressing the "Start" key.
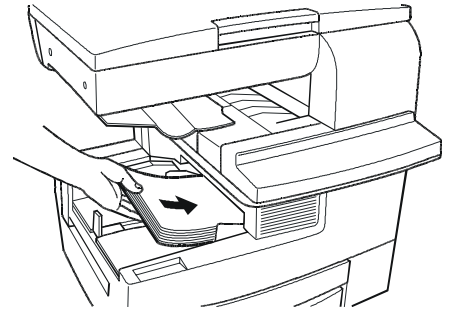
# *Resetting the Machine*

Turn the Power Switch to OFF and then turn it
back to ON.

Note: Should a "CXXXX" trouble
code continue to appear in the display
after resetting the machine, please
contact your technical representative.

Power Switch
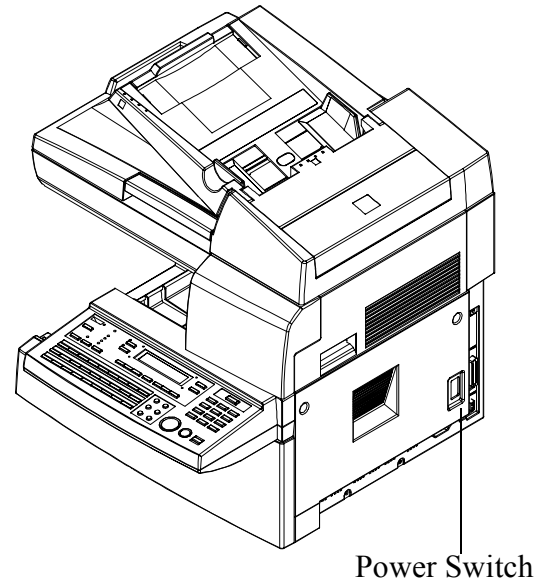
## *Notes:*

# *Specifications*

# *Chapter Overview*

This chapter provides:

# *Safety Information*

## *CE Marking (Declaration of Conformity)*

We declare under our sole responsibility that the machine and options to which this declaration relates is in conformity with the specifications below. This declaration is valid for the area of the European Union(EU) only.

| Product Type | Copying Machine |
|---|---|
| Product Name | 5415/5415MFD |
| Options | AF-8, PF-116, Pi1501, Fax Unit for 5415/5415MFD, 16MB Memory for Copier, 32MB Memory for Copier, 4MB Memory for Fax, 16MB Memory for Printer, Network Interface Card. |

| Standards | Safety *1:<br>EN60950 / 1992 (A1, A2, A3, A4, A11)<br>(Safety of information technology equipment, including electrical business equipment)<br>EN 60825-1 / 1994 (A11)<br>(Radiation safety of laser products, equipment classification, requirements and user's guide)<br>EMC *2:<br>EN55022 (Class B) / 1998<br>Limits and method for measurement of radio disturbance characteristic of information technology equipment (ITE)<br>EN61000-3-2 (Class A) / 1995 (A13)<br>Electromagnetic compatibility (EMC) – Part 3: Limits Section 2: Limits for harmonic currents emissions (equipment input current $\leq$16A per phase)<br>EN61000-3-3/1995<br>Electromagnetic compatibility (EMC) – Part 3: Limits Section 3: Limitation of voltage fluctuations and flicker in low-voltage supply systems for equipment with rated current $\leq$16A<br>EN55024 / 1998<br>Information technology equipment – immunity characteristics – Limits and methods of measurement.<br>IEC 61000-4-2 / 1995 + A1/1998: Electrostatic discharge immunity test<br>IEC 61000-4-3 / 1996 + A1/1998: Radiated electromagnetic field immunity test.<br>IEC 61000-4-4 / 1995: Electrical fast transient / burst immunity test.<br>IEC 61000-4-5 / 1995: Surge immunity test.<br>IEC 61000-4-6 / 1996: Immunity to conducted disturbance, induced by radio frequency field.<br>IEC 61000-4-8 / 1993: Power-frequency magnetic field immunity test.<br>IEC 61000-4-11 / 1994: Voltage dips, short interruptions and voltage variations immunity test.<br>Telecommunication *3, *4:<br>TBR21/Jan. 1998<br>A common technical regulation for the attachment requirements for pan European approval for connection to the analogue Public Switched Telephone Networks (PSTNs) of TE (excluding TE supporting the voice telephony service) in which network addressing, if provided, is by means of Dual Tone Multi Frequency (DTMF) signalling.<br>Notes:<br>First year of labeling according to EC-Directive 73/23/EEC and 93/68/EEC: 2000<br>EMC performance: This product was designed for operation in a typical office environment.<br>EC type-Examination Certificate issued by TUV-Rheinland, (Notified Body I.D.no. 0197)<br>In accordance with ETSI Guide201120/V1.1.1 (1998-01) and ETSI Guide 201 121/V1.1.2 (1998-07), the machine is additionally tested and passed in the following table 1 for advisory notes. |
|---|---|
|  | ITE # 199C, E66579<br>CUS (UL and CSA |
| EC Directives | Safety: 73/23/EEC and 93/68/EEC<br>EMC: 89/336/EEC and 93/68/EEC<br>Telecommunication: 98/482/EC, 93/68/EEC and 98/13/EC |

**WARNING:**
This device must be used with shielded interface cables. The use of non-shielded cable is likely to result in interference with radio communications and is prohibited under the EC Directive rules.

The copier has been approved in accordance with Council Decision 98/482/EC for pan-European single terminal connection to the pubic switched telephone network (PSTN). However, due to differences between the individual PSTNs provided in different countries, the approval does not, of itself, give an unconditional assurance of successful operation on every PSTN network termination point.

In the event of problems, you should contact your equipment supplier in the first instance.

Note:

The manufacturer should ensure that the vendor and user of equipment is clearly informed of the above information by means of packaging and/or user manuals or other forms of user instructions.

This product is approved for DTMF dialing only. When directly connected to the public switched telephone network (PSTN mode) pulse dialing can **not** be used.

(Pulse dialing may only be used when this product is connected to a PABX.)

If an additional telephone is connected to the FAX unit, the LF (Loading Factor) should not be greater than 30.

**FCC PART 68 – TELECOMUNICATION DEVICES**

This equipment complies with Part 68 of the FCC rules. On the rear panel of this equipment is a label that contains, among other information, the FCC registration number and Ringer Equivalence Number (REN) for this equipment. If requested, provide this information to your telephone company.

**This equipment uses THE FOLLOWING USOC JACKS: RJHC.**

The REN is useful to determine the quantity of devices you may connect to your telephone line and still have all of those devices ring when your number is called. In most, but not all areas, the sum of the RENs of all devices should not exceed five (5.0). To be certain of the number of devices you may connect to your line, as determined by the REN, you should call your local telephone company to determine the maximum REN for your calling area. REN is 0.3B

If your telephone equipment causes harm to the telephone network, the Telephone Company may discontinue your service temporarily. If possible, they will notify you in advance. But if advance notice isn't practical, you will be notified as soon as possible. You will be advised of your right to file a complaint to file a complaint with the FCC.

Your telephone company may make changes to its facilities, equipment, operations, or procedures that could affect the proper operation of your equipment. If they do, you will be given advance notice so as to give you an opportunity to maintain uninterrupted service.

The telephone company may ask you to disconnect this equipment from the network until the problem has been corrected or you are sure that the equipment is not malfunctioning.

This equipment may not be used on coin service provided by the telephone company. Connection to party lines is subject to state tariffs. (Contact your public utility commission or corporation commission for information.)

**CUSTOMER INFORMATION FOR PRIVATELY OWNED COIN PHONES**
To comply with state tariffs, the telephone company must be given notification prior to connection.

In some states, prior approval of connection must be obtained from the state Public Utility Commission, Public Service Commission or state Corporation Commission.

**WARNING FOR THE SETTING OF HEADER AND FOOTER**
The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual.

In order to program this information into your fax machine, you should complete the following steps.

**IC CS-03-TELECOMUNICATION DEVICE**
**NOTICE:**
Industry Canada (IC) label identifies equipment. This certification means that the equipment meets certain telecommunications network protective, operational, and safety requirements. IC does not guarantee the equipment will operate to user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. In some cases, the company's inside wiring associated with a single line individual service may be extended by means of a certified connector assembly (telephone extension cord). The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

**CAUTION:**
Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

**NOTICE:**
The Ringer **Equivalence Number (REN)** assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5. REN is 0.2

If you experience trouble with this equipment, please contact:
  Lanier Worldwide, Inc.
  1275 Hubrey
  London, Ontario N6A 4C2

**For New Zealand Users:**
The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

This equipment is not capable, under all operating conditions, of correct operation at the higher speeds for which it is designed. Telecom will accept no responsibility should difficulties arise in such circumstances.

This equipment should not be used under any circumstances which may constitute a nuisance to other Telecom customers.

**WARNING NOTICE:**
This equipment shall not be set up to make automatic calls to the Telecom '111' Emergency Service.

# *Main Unit*

## *Physical*

| | |
|---|---|
| Style | Desktop |
| Scanning Method | CCD, Flat Bed Scanning |
| Document Feed | Automatic Document Feed (ADF), face up |
| Exposure Method | Laser |
| Developing System | All in one process unit |
| Photo Conductor | Organic photo conductor |
| Fusing | Hot roll fusing |
| Dimensions | Width:562 mm (22.25 inches)<br>Depth:530 mm (20.75 inches)<br>Height:442 mm (17.5 inches) |
| Weight | Approximately 28.1 kg (62 lbs) |
| Note: Unit must be within 1° of level for correct operation. | |

## *Electrical*

| | |
|---|---|
| USA | 120 Vac $\pm$10%, 50/60 Hz $\pm$0.3 Hz |
| Europe/Asia | 220/240 Vac $\pm$10%, 50/60 Hz $\pm$0.3 Hz |

## *Operational*

| | |
|---|---|
| Print Resolution | 600 x 600 dpi |
| Standard Cassette Paper Size | Maximum: Legal or A4 depending on country.<br>Minimum: Statement or A5 depending on country. |
| Standard Cassette Capacity | 250 sheets |
| Manual Bypass Tray<br>Maximum Paper Size | Maximum: Legal or 216 x 356 mm depending on country.<br>Minimum: 3.75 x 5.5 inches or 95 x 140 mm depending on country. |
| Manual Bypass Tray Capacity | 1 sheet |
| Standard Cassette Medium | Plain Paper (60 to 90 g/m2, 16 to 24 lbs)<br>Recycled Paper (60 to 90 g/m2, 16 to 24 lbs) |
| Manual Bypass Tray Medium | Plain Paper (60 to 90 g/m2, 16 to24 lbs)<br>Recycled Paper (60 to 90 g/m2, 16 to 24 lbs)<br>Translucent Paper<br>Transparencies<br>Thick Paper (90 to163 g/m2, 24 to 43-1/4 lbs) |
| Maximum Original Size | 216 x 356 mm or 8½ x 14 inches (Legal) |
| Scan Resolution | 600 x 600 dpi |
| Scan Width | 210 mm (8¼ inches) |
| ADF Capacity | 50 sheets |
| Zoom Ratios | Fixed Metric: 70%, 81%, 100%, 115%, 141%<br>Fixed Inch: 64%, 78%, 100%, 129%, 154%<br>Variable: 50 to 199% in 0.1% increments |
| Scan Speed | 15 PPM, SDH mode 12 PPM |
| Print Speed | 15 PPM |
| Gray Scale | 256 Levels |
| Exit Tray Capacity | 100 Sheets of 20lb Letter/A4 |
| Copy Mode | Text or Photo |
| Sort Mode | Yes with ADF and optional memory |
| Copy Memory | Standard:2 Mb<br>Optional:16Mb, 32Mb (Maximum of 34 Mb) |
| Smoothing | Yes |

## *Environmental*

| Warm-up Time | 23 seconds or less with room temperature of 23°C/73°F and rated power voltage |
|---|---|
| First Copy Time | 10.5 seconds or less at rated power voltage.<br>12 seconds with SDH. |
| Operating Environment | Temperature: 10$^o$C to 30$^o$C (50$^o$F to 86$^o$F) with a fluctuation of up to 7.8$^o$C (18$^o$F) per hour.<br>Humidity: 15 to 85% Rh with a fluctuation of up to 20% per hour. |
| Maximum Power Consumption | 120 Vac: 715W<br>220 Vac: 670W<br>240 Vac: 750W |
| Agency Approvals | Underwriters Laboratories, Inc.<br>Canadian Standards Association<br>CE Mark<br>Energy Star |
| Electromagnetic Interference (EMI) | Part 15 of FCC Rules for Class A Computing Devices |

# *Fax*

## *General*

| | |
|---|---|
| Compatibility | G3 |
| Telephone Circuit | PSTN, PABX |
| Connection | Direct couple |
| Error Correction | ECM |
| Modulation | V.34 (TCM), V.33/V.17(TCM), V.29 (QAM), V.27ter (PHM), V.21 (FM), V.8 (FM) |
| Memory Capacity | Standard: 2 MB<br>Optional: 4 MB<br>Maximum: 6MB |
| Compression | MH, MR, MMR, JBIG |
| Protocol | Group 3 with ECM |
| Data Rate | 33600/31200/28800/26400/24000/21600/19200/16800/14400/12000/9600/7200/4800/2400 |

## *Transmit (Tx)*

| | |
|---|---|
| Speed | 2.5 seconds using ITU-T No.1 test chart transmitting at 33.6k with JBIG. |
| Resolution | Standard: 203 x 98 dpi<br>Fine: 203 x 196 dpi<br>Super Fine: 203 x 392 dpi<br>Non-memory: 300 x 300 dpi |
| Broadcast | 143 locations maximum comprised of the following:<br>27 One Touch keys<br>100 Speed Dial Locations<br>16 On the fly keys (Keypad) |
| Features | Memory TX<br>Quick memory TX<br>ADF TX<br>Manual TX<br>Timer TX<br>Polling TX 50 files<br>Mailbox TX<br>Closed Network TX<br>Relay Initiate<br>Relay Broadcast<br>Batch TX<br>FCode - SUB, SEP, PWD |

## *Receive (Rx)*

| Resolution | Standard: 203 x 98 dpi<br>Fine: 203 x 196 dpi<br>Super Fine: 203 x 392 dpi<br>Non-memory: 300 x 300 dpi |
|---|---|
| Features | Mailbox Rx<br>Polling Rx<br>Closed Network Rx<br>Memory Rx<br>Memory Rx Mode<br>Rx Reduction<br>Auto or Manual Rx Mode<br>Multi-copy 99 pages<br>Substitute Receive for no toner, no paper, or paper jam conditions.<br>Printing Mode - 100%, Bottom Cut, Auto Reduction (70 to 100%)<br>Header<br>Footer |

## *Dialing*

| Auto Dialing | One-Touch: 27 keys<br>Speed Dial: 100 locations<br>Programming Dial:4 keys (last 4 keys)<br>Group Dial: 27 available groups |
|---|---|
| Features | Auto Redial<br>Last Redial<br>Chain Dial<br>Combination Dial<br>Phone Book<br>On-hook Dial |

## *Reports*

```
Tx Confirmation Report
Tx Error Report
Rx Result Report
Activity Report
Memory Data List
Key Setting List
Broadcast Result Report
Relay Broadcast Report
Mailbox Rx Report
Machine Status List
Power Lost Report
Backup Ram Lost Report
Reservation Report
```

## *Service Functions*

| |
|---|
| Remote Update Flash ROMs |
| Local Update Flash ROMs |
| Local Setup |
| Remote diagnostics |
| RTC (Battery Backup) Life of 2.5 years |

# *Paper Feed Unit (PFU)*

| | |
|---|---|
| Dimensions | Width:552.5 mm (21.75 inches)<br>Depth:450.9 mm (17.75 inches)<br>Height:127.0 mm (5 inches) |
| Weight | Approximately 556 kg (12.25lbs) |
| Optional Cassette Maximum Paper Size | Maximum: Legal or A4 depending on country.<br>Minimum: Statement or A5 depending on country. |
| Optional Cassette Capacity | 500 sheets |
| PFU Cassette Medium | Plain Paper (60 to 90 g/m2, 16 to 24 lbs)<br>Recycled Paper (60 to 90 g/m2, 16 to 24 lbs) |

# *PC Function*

| Centronic Interface | | |
|---|---|---|
| Local update Flash ROM | | No |
| PCL Emulation<br>PCL 4, HP LaserJet II | | Yes |
| NIC Card | | Option, for GDI print/Update Flash ROM |
| Serial Port | | 9 Pin |
| Update Flash ROM | | Yes |
| TWAIN Driver | | Option, 200/300 dpi |
| GDI Driver | | Option, 300/600 dpi |
| Class 1 (V.17) Function | | |
| | TX | Yes |
| | RX | Yes |
| | SCAN | Yes |
| | PRINT | Yes |
| Application software | | Winfax LaserFax |

# *Printer*

| Print resolution | 600 x 600 dpi |
|---|---|
| Print speed | 15 ppm |
| Paper size | Min.A5-P<br>Max.Legal-P |
| Emulation | PCL5e |
| Interface | IEEE1284 |
| Environment | Windows95/98/NT |
| Resident font | Outlines 45 |
| Memory | Std.16 MB<br>Option16 MB<br>Max.32MB (16 MB + 16 MB) |

# *NIC*

| Interface | 10BaseT/100BaseTX |
|---|---|
| Environment | Unix<br>Windows95/98/NT<br> Novel Bindery/NDS<br> Windows for workgroup |
| Protocol | TCP/IP<br>IPX/SPX<br>NetBeui |
| Internet printing | Yes<br>Windows95/98/NT |
| Network Print | Yes |

## *Notes:*

# *Glossary*

## *Chapter Overview*

Common terms used are defined in this chapter.

# Copier Terms

**% (percentage)**   The ratio of the original image size to the copied image size. If the copy image is larger than the original, the % number is larger. A copied image that is twice the size of the original is said to be 200%. If the copy image is smaller than the original, the % number is lower. A copied image that is half the size of the original is said to be 50%.

**10-key pad**   The portion of the Control Panel with numerical keys. These keys are used primarily to input the desired number of copies and are also used to input numerical data into the copier during programming.

**Book Originals**   Any bound original that cannot be fed through the Feeder. Because the pages cannot be separated, they must be copied manually from the Exposure Glass. The Book Original features can be used to make the book copying process more efficient.

**Bypass Feed Tray**   A Tray used to feed single sheets of special or transparent stock into the copier to be copied. Because sheets from this tray feed straight through the copier paper path, the Tray is especially useful for feeding heavy stock. See also: Stack Feed Bypass Tray.

**Casual Operator**   An operator that uses the copier to make copies but does not have Key Operator responsibilities such as adding Toner or calling for service.

**Charge Corona**   A device located near the Drum that activates the light sensitivity of the Drum and prepares it to be exposed and imaged.

**Cleaning Unit**   An assembly that cleans any residual image toner from the Drum in preparation for the next image.

**Clear/Stop Key**   The Key used to stop a copy job while it is still running. It may also be used to clear program functions from a previous job and return to the default settings.

**Control Panel**   The surface at the front of the copier containing Keys used to control the operation of the copier. It usually also contains the display that shows the status of the copier or the job in progress.

**Copies**   The imaged paper output from a copier. It might be a direct reproduction of the input document or it can contain any number of changes as programmed into the copier such as Enlargement/Reduction, Trim/Mask, etc.

**Copies in Progress**   This display or part of a display shows how many copies of the total have been made.

**Copies Selected**   This display is the same as Copy Quantity, in that it shows the number of copies requested.

| | |
|---|---|
| **Copy Paper** | See: paper |
| **Copy Quantity** | This display or part of a Touch Screen shows the requested number of copies. |
| **Copy Size Keys** | Keys used to input the desired size of the copy. |
| **Darker Copies** | This term refers to the amount of toner placed on the copy through the imaging process. The amount of toner is controlled by the "darkness" of the original and the amount of light used during the exposure process; more light means less toner or image density. |
| **Developer Material** | This is a supply used in the copier. It usually consists of two parts; a carrier material and the toner. The developer material is only used by a technician when installing a new unit or when cleaning a Developer Unit. |
| **Developer Unit** | An assembly located near the drum inside the copier that delivers the toner to the drum. It allow the correct amount of toner to be placed on the drum for each image. |
| **Display Panel** | This is an LCD panel showing: operation status, error messages, and function menus. |
| **Document Feed Tray** | The Tray where an original document is placed to feed into an ADF for automatic feeding and copying. |
| **Document Guide** | These Guides are located in the Document Feed Tray. When correctly positioned against the sides of an original document, they help to position the pages of the document. |
| **Document Receiving Tray** | A Tray used to accumulate the pages of an original document that have completed the copying process. |
| **Document Scale** | Two scales located to the front and left of the Exposure Glass intended to help locate original documents placed on the Glass for manual copying and to identify a part of an original during the Editing process. |
| **Documents** | The set of pages either placed on the Exposure Glass or in the ADF to be copied. |
| **Drum Assembly** | The unit located inside the copier that receives the image during the exposure and imaging process and transfers this image to the copy paper. It is light sensitive and should be protected from bright lights. |
| **Duplexed Copies** | Copies that have been imaged on both sides of the sheet. |
| **Energy Saver Key** | A Key used to place the copier into, or bring it out of an Energy Saver Mode. In the Energy Saver Mode, the amount of energy consumed by the copier is reduced. |

**Energy Star**  A voluntary program introduced by the United States Environmental Protection Agency (EPA) intended to encourage the use of energy-efficient technologies in the workplace. Requirements to qualify for certification vary based on the speed of a Copier. For specifics on your Copier, check the Specifications section of this Guide.

**Exit Tray**  A tray attached to the output end of the copier to collect copies. This tray is usually removed when a Sorter or Finisher is installed. In this case, the top tray of the Sorter or Finisher serves as the Exit Tray.

**Exposure Glass**  The glass surface located under the Document Cover or Document Feeder. The original is placed here to make a copy. If an RADF is present, it transports the original to this location. Once here, the original is exposed by the Exposure Lamp located directly below the glass.

**Exposure Lamp**  The light source located directly below the Exposure Glass. It is the light from this lamp that exposes the original, reflects off the original, travels through the optics and exposes the Drum.

**Exposure Pad**  A Pad located on the bottom side of a Document Cover used to hold an original in place on the Exposure Glass during the exposure process.

**Factory Default**  A setting in the copier that is set at the factory. You can change some of these settings. Others can be changed by a Service Technician. See also Initial Setting.

**Front Cover**  The Cover located at the front of the copier designed to allow access to the interior of the copier. This allows the operator to add supplies, remove paper misfeeds, or perform other maintenance as prescribed by the Operator Guide.

**Fused Toner**  The image, usually black, that adheres to the surface of the copy paper. This Toner is "Fused" to the surface of the paper using pressure and heat.

**Fuser Assembly**  The unit located inside the exit area of the copier that provides heat and pressure to attach the toner to the paper surface.

**Fuser Cleaning Pad**  In certain copiers, it is necessary to clean toner residue and paper dust from the Fuser Rollers. This provides extended life of the Rollers and cleaner copies. At certain intervals, this pad must be replaced.

**Graphic Display**  A Display that shows icons related to service or supply related error condition. In some copiers, these icons may be incorporated into a graphic representation of the copier to show the approximate position of an error.

**Gray Scale**  A term referring to the shades of gray between the black and the white areas on an original or copy. Normal copies reduce the shades of gray to produce very dense blacks and clean whites. During the photo copy modes, the copier is set to reproduce the shades of gray more faithfully, but usually at the expense of the black density.

| | |
|---|---|
| **Initial Settings** | Those settings displayed by a copier when it comes to the READY condition. These settings may be either the Factory Default settings, or Factory Default settings that have been modified permanently by either you or your Service Technician to better fit your application. |
| **Interrupt Key** | The Key used to interrupt a long copy job in process in order to run a single copy. Interrupt copies are limited to one, and the interrupt original must be copied from the Exposure Glass. |
| **Key Operator** | The main operator responsible for the copier. This individual performs all operator prescribed maintenance and is the main contact in the event of a service call. |
| **LCC (LCT)** | This is the Large Capacity Cassette or sometimes referred to as LCT - Large Capacity Tray. It is usually used as the main paper source. |
| **Lighter Copies** | This term refers to the amount of toner placed on the copy through the imaging process. The amount of toner is controlled by the "darkness" of the original and the amount of light used during the exposure process; more light means less toner or image. |
| **Message Display** | This display or part of a Touch Screen shows messages related to the status of the copier, Help messages and program information. |
| **On/Stand by Switch** | A switch located on the exterior of the copier used to control the power to the copier. |
| **Original Cover** | On copiers not equipped with a Document Feeder, a Cover protects the Exposure Glass and prevents stray light from entering the copier during the copy process. Unless copying a 3-dimensional object, the cover should be down. |
| **Original Direction Indicator** | This icon instructs the operator which direction to place the document in the Document Feeder or on the Exposure Glass. This is particularly helpful when different paper sizes are available and when certain features are used such as; when reducing a legal sheet to letter-size paper, the icon would instruct you to feed the original lengthwise. |
| **Paper Tray** | A paper carrier designed as part of the base of the copier. It is used to store and feed a stack of paper of one size. Some are designed to be adjusted but can only accommodate one size at a time. |
| **Paper Weight** | Throughout the Operator Guide there are references to 20 lb. or 24 lb. paper. This refers to a standard measuring technique. A certain number of sheets cut to a particular size weighs 20 or 24 pounds. The weight specification usually correlates with the thickness of the paper. It also generally implies stiffness with the lighter papers being more limber and the heavier papers being stiffer. Copiers are designed to feed certain weight papers through the Drawers or Cassettes. Heavier stock, such as cover stock, can be fed through the Bypass Feed Tray. |

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| **Power Cord** | The cord used to connect the copier to the power receptacle. The plug design is specified depending on the amount of power the copier requires. Make sure the receptacle is the correct one for your copier. |
| **READY Indicator** | This is an indicator that shows when the copier has warmed up and is ready to make copies. It appears in several forms; a light, an icon, and the message itself. |
| **Release Lever** | The lever located inside the Front Cover used to release the Upper Unit for access to the paper path. |
| **Sample Key** | This key allows you to run a sample copy set using the finisher. |
| **Separation Corona** | One of the Coronas inside the copier. It is usually located near the Drum and separates the paper from the Drum. Because it attracts the toner, and since it is located below the paper, it has a tendency to get dirty. This can require the Key Operator to either clean the coronas or call for service. |
| **Sheet Feed Bypass** | A tray that opens from the side of the machine, usually just above the Primary Paper Tray or LCC. It is designed to feed a single sheet at a time. This tray can be used to feed paper or transparency stock that would normally not be placed in the Feed Drawers. Since it bypasses the normal paper feeding mechanism and feeds straight through the paper path, heavier stocks (like cover stock) feed better. |
| **Sorter** | An accessory attached to the output of a copier designed to perform a sorting function. The sort function allows you to make multiple copy sets of an original in such a way that the pagination matches the original document. |
| **Stack Feed Bypass Feed Tray** | A tray that opens from the side of the machine, usually just above the LCC or Primary Paper Tray, and is designed to feed a stack of paper. This tray can be used to feed paper or transparency stock that would normally not be placed in the Feed Drawers. Since it bypasses the normal paper feeding mechanism and feeds straight through the paper path, heavier stocks (like cover stock) feed better. |
| **Stack Key** | This key is used to program the Stack functions. This is available only if a Sorter or Finisher is present. In the stack mode, multiples of a single page of a document are placed in separate Sorter Trays or are offset in the Finisher Tray. |
| **Start Key** | This Key is used to start the copying process once all selections have been made. On a Lanier copier, it is always green in color. |
| **Toner** | The black powder that is used to form the image on copy paper. In a color copier, it would be colored. PLEASE NOTE: Toners are designed to operate specifically in a copier and differ greatly on the copier requirements. Toner from other copiers should never be mixed. At best, the image would be too light or too dark. At worst, it can damage your |

copier and require a service call to have the toner cleaned out and replaced with the correct toner.

**Toner Container**     A container designed to simplify the reloading of toner in your copier. Make sure the toner you add is correct for your copier before loading. See the NOTE above.

**Transparencies**     A clear plastic stock used to make an overhead transparency. Because they are clear, they don't feed from paper Drawers or Cassettes. However, many Bypass Feed Trays are designed to handle transparency stock. Place your transparency stock in the Bypass Feed Tray and use a normal copy procedure.

**Transport Belt**     The rubber surface on the under side of an ADF. It grips an original and moves it across the Exposure Glass and returns it to the Document Exit Area of the Document Feeder. To keep it operating correctly and to prevent the buildup of dirt which can cause dirty copies, it must be cleaned periodically.

**User Codes**     An option, usually built into a copier that, when activated by a Technician, requires the operator to enter a User Code to make copies. The copier can contain many accounts thereby allowing the Key Operator to track copies made by individuals or departments.

**Zoom Keys**     The Zoom Keys are actually several keys that control the Enlargement or Reduction of the image on the copy. In most cases, there is a 100% (actual size) key, a key representing the highest Enlargement ratio, and a key representing the lowest Reduction ratio. Pressing these last two keys steps the copier optics in 1% increments. Pressing the 100% key returns the copier to the actual size mode.

# *Index*

# *Chapter Overview*

This chapter provides an index to commonly used terms in this document.

# *Machine Terms*

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# New Machine Warranty and Limitation of Liability

### Warranty — 90 days

Lanier warrants that its equipment and accessories will be free from defective parts and workmanship for a period of ninety (90) days from the date of first installation by Lanier's Authorized Dealer. Customers must notify a Lanier servicing dealer or Lanier of a warranty claim within the warranty period. For a listing of authorized Lanier servicing dealers or to notify Lanier of a warranty claim, write to Lanier Worldwide, Inc., 2300 Parklake Drive, N.E., Atlanta, Georgia 30345-2979.

### Warranty Exclusions

THE FOREGOING EXPRESS WARRANTY IS MADE IN LIEU OF ALL OTHER PRODUCT WARRANTIES, EXPRESS OR IMPLIED, INCLUDING MERCHANTABILITY AND FITNESS AND THOSE ARISING FROM A COURSE OF DEALING OF USAGE OF TRADE. The Express Warranty will not apply to drums, cleaning blades, fuser cleaning felts, toner, developer or paper or to defects of damage incurred in transportation, or due to accident; neglect; misuse such as use of harmful or unapproved supplies; alterations; operator error; power surges; failure to properly install, clean, maintain, or repair; improper operating environment; or failure to provide proper utilities. The Express Warranty also will not apply to used or refurbished Lanier equipment unless Lanier expressly authorizes resale with its original equipment warranty.

### Limitation of Liability

Fulfillment of Lanier's warranty obligation shall be the Customer's exclusive remedy and Lanier's and the Lanier Dealer's limit of liability for any breach of warranty or otherwise. In no event will Lanier or Lanier's Dealers be responsible or liable for special, incidental or consequential losses or damages.

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